DOCUMENT RESUME

ED 116 044 CE 005 963

AUTHOR Smith, Phyllis W.
TITLE The Patriot Company: A Simulated Office. Parkview High School, Little Rock, Arkansas.
INSTITUTION Little Rock School District, Ark.
PUB DATE [75]
NOTE 150p.; Revised edition 1974

EDRS PRICE MF-$0.76 HC-$6.97 Plus Postage
DESCRIPTORS Business Education; Course Content; *Curriculum Guides; Instructional Materials; Learning Activities; Office Occupations; *Office Occupations Education; *Office Practice; Records (Forms); Secondary Education; *Simulation; *Study Guides

ABSTRACT

The document is a student manual and teacher's manual for a simulated office practice class designed to give students training in a business office on school premises. In the simulation, students perform as office personnel and as customers and creditors. The first part of the guide, directed to students, contains: general information on the Patriot Company (a simulated office equipment company), employee information, objectives of the simulation, room layout diagram, company organization chart, descriptions of job duties for 19 company positions, a catalog-price list, simulation customer names, simulation creditor names, and forms for evaluation of employees. The detailed teacher's manual lists: materials to be prepared prior to simulation, steps to simulation, suggestions for obtaining supplies, forms and supplies needed for a 12-week simulation, equipment sources, special suggestions, procedure for distribution of mail, company balance sheet, and additional student and teacher-developed activities. Also included are sample scripts for the simulators to follow, cash sales list, credit limits of customers, invertory list, and instructor evaluation forms for student performance in each of the 19 company positions. A brief description of 50 forms used in the simulation and samples of each form conclude the manual. (MS)

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THE PATRIOT COMPANY

A SIMULATED OFFICE

PARKVIEW HIGH SCHOOL

LITTLE ROCK, ARKANSAS

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PREPARED BY:

MRS. PHYLLIS W. SMITH

WRITTEN 1971

REVISED 1974

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FOREWORD

This handbook, The Patriot Company, was developed by Mrs. Phyllis W. Smith, Chairman of the Business Education Department of Parkview High School, for use in the Simulated Office Class at Parkview High School.

The Patriot Company was organized at Parkview High School, Little Rock, Arkansas, during the school year 1970-1971. The founders of the company were members of the first graduating class of Parkview High School--the Class of 1971. This company was organized through a Research Project initiated by Mrs. Smith, instructor, in cooperation with the State Department of Education and the Little Rock School District. This resulted in the first simulated office in a secondary school in the State of Arkansas.

The main purpose of the Simulated Office Practice Class at Parkview is to give students training in a business office on the school premises. Three classes have now completed this program, and all of the students are employed in the business world or they are attending college. I sincerely believe the office simulation has produced better qualified office workers for the business world.

My sincere appreciation goes to the many people that have helped me with this project. I cannot name all of them, because so many people have been helpful. A special thanks goes to my STUDENTS, they did a great deal of work on the room arrangement, pictures, bulletin boards, forms, typing, etc.; Mr. Leonard Spitzer, my principal, he provided needed funds and encouragement; Mr. John Fortenberry, Assistant Superintendent of Instruction, he provided funds and allowed this class to be added to the curriculum; the late Miss Mildred Brading, former Supervisor of Business and Office Education, she provided some funds from the State and gave me

encouragement; IBM, they gave me advertising materials, and they checked my work flow; Mrs. Sandra Munday, my co-worker at Parkview, she helped me with the planning of the room, and she has helped me maintain the room; State Department of Education, they approved my Research Project.

Since the Patriot Company opened, many teachers, student teachers, administrators, students, businessmen and women, and parents have toured the Company. I have learned a great deal from their suggestions, and I hope they have learned from my experiences. In my many years of teaching, I feel that Office Simulation is the most realistic thing that I have done. I believe it is closing the gap between the classroom and the world of work.

Phyllis W. Smith
Business Education Department
Parkview High School
Little Rock, Arkansas

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THE PATRIOT COMPANY

You and Your Job in the Patriot Company

Welcome to the Patriot Company. You have joined one of the finest office equipment companies in the South. This company has approximately 100 employees.

To help you fit yourself quickly and easily in the scheme of things, this general information has been prepared for YOU--THE NEWEST EMPLOYEE.

You will discover many advantages of employment in the Patriot Company. For the energetic man or woman who desires a career, the chances for advancement are good; pay rates are, generally speaking, comparable with those elsewhere; the Retirement System is of considerable value to long-term employees; and working conditions are pleasant.

There is a personal satisfaction in being a part of an organization that is growing all the time. Even though your job in this organization may be a clerical one which seems relatively unimportant when compared with that of the President of the company, you are a spoke in the big wheel of progress. As your years of service accumulate, you will feel more and more that through your work you have contributed to the progress and economy of the Patriot Company.

You will enjoy belonging to a friendly organization where, if you meet a fellow employee, all either must say to bring about a sense of fellowship is "I'm with the Patriot Company." In recent years this expression has gained stature and serves to open doors of civic and business interest in the state. We encourage you to become familiar about the Patriot Company and to represent our organization in a courteous and responsive manner at all times. Remember that to your friends and neighbors YOU are the Patriot Company. The Board of Directors have faith in the integrity and sincerity of individuals comprising our company. We must keep that faith alive!

General Information

We are a group of people working together to achieve one common goal--the selling of PATCO products for the Patriot Company.

In an organization this size, rules, and procedures must be established to secure harmonious and pleasant working conditions. Also, it is the desire of the Patriot Company that each employee be fully informed on any matter which affects him personally. Not all problems can be anticipated nor all questions answered in the limited space of this booklet. Should you desire additional information about rules and procedures or some personal problems, talk with your department head who will either give you the information or direct you to the General Manager of the company or the President.

Employee Services

Social Security - Each Patriot Company employee is provided Old Age and Survivors Insurance coverage under the Federal Social Security Law. The age of each employee shall appear on his personnel records exactly as it is shown on his social security card.

Retirement System

A Retirement System is provided by the Patriot Company. An employee must become a member of the system after three years of employment with the company. However, until that time an employee may choose whether he or she desire to be a member of the Retirement System. Four percent is the rate of percentage of one's salary that must be paid to the retirement fund each month.

Workmen's Compensation

Every employee of the Patriot Company is covered by Workmen's Compensation in accordance with the provisions of the Arkansas Workmen's Compensation Law. Benefits are allowed for disability due to injury and for occupational diseases and infections arising out of and in the course of employment. In the event an employee is disabled and entitled to these benefits, his department head should be notified immediately.

Group Insurance

Life Insurance and Hospital and Surgical Insurance are available to all full-time permanent employees of the Patriot Company. Hospitalization is provided free of charge and Life Insurance may be obtained for $12 a month.

Participation in the plan is voluntary and enrollment must be requested by the employee. Hospital and Surgical Benefits are the same for all employees. The amount of life insurance depends on the employee's salary classification.

Eligible dependents include only the wife or husband of the employee and all unmarried children between 14 and 19 years of age.

No medical examination is required if you apply for enrollment within 30 days from the date of your employment.

Credit Union

The Patriot Company maintains a Credit Union. It is a federally chartered union, and it is owned by the employees of the Patriot Company. Its purpose is to encourage employees to save regularly and profitably and to provide low-cost loans to responsible members. Any member of the Patriot Company is eligible to join.

Loans and savings are insured with Credit Union National Association Mutual. If an employee borrows from the Credit Union and then dies or becomes permanently disabled, his loan will be paid in full as provided in the insurance contract. Deposits are matched dollar for dollar up to $2,000 to provide insurance for employees. The amount of insurance decreases on deposits made after the employee reaches age 60.

After purchase of a share of stock for $5 and payment of a 25 percent membership fee, the employee may participate in the benefits.

Sick Leave

All regular employees of the Patriot Company including those paid on an hourly basis are eligible for sick leave after one month's service. Sick leave accrues at the rate of working days per calendar month of employment and may accumulate to 90 days. Sick leave used in excess of accrual may be charged against vacation leave until that is exhausted. A physician's certificate must be furnished for consecutive days of sick leave in excess of three days.

Leave Without Pay

If an employee has used all his vacation and sick leave and it is necessary for him to be absent from his job, he may take leave without pay for a reasonable time and be assured that he may return to his job.

Work Outside the Department

When an individual accepts employment with the Patriot Company and signs the Employee Oath of Office, he agrees not to accept employment outside the Department but to give his entire and undivided time to the work of the Patriot Company, and diligently and impartially execute the duties of such employment.

Pay Day

Employees are paid weekly. One pay period includes Monday through Sunday. You will receive your pay check every Friday for the previous week.

Payroll Deductions

The following deductions are made from your salary check:

1. Federal and State Withholding Tax--Amount depends on your salary and number of dependents.

2. Social Security--Amount is determined by percent of gross salary deduction established by current Social Security Law.

3. Patriot Company Employees Retirement System--Four percent of gross salary. (Participation is compulsory after three years of employment at the Patriot Company.)

4. Group Insurance--Amount depends on your salary classification. (Participation is voluntary.)

5. U. S. Savings Bonds--Savings Bonds may be purchased through the Payroll Deduction Plan. Contact your Payroll Clerk for information. (Participation is voluntary.)

6. Thrift Plan--If you save 6 percent of salary each month, the Patriot Company will match the saving. (Participation is voluntary.)

Company Cars

Company cars are assigned to the salesmen only. They are to be used for business only. The user is not entitled to any special privileges.

Employment Practices

Employees are assured the Department follows a policy of nondiscrimination in its practice of recruitment, selection, promotion, transfer, training, and termination of its employees. This policy is followed regardless of race, creed, sex, color, religion, or national origin.

Patriot Club

The employees of the Patriot Company have an organized club that meets twice monthly. Any member of the organization is eligible to become a member. The purpose of the club is strictly a social nature. It is governed by a President, Vice President, and Secretary-Treasurer. The club will meet on the first and third Friday of each month. Some meetings will be day meetings and some meetings will be held at night.

Patriot Bulletin

A bulletin concerning employees will be published weekly for and by the employees of the Patriot Company. This bulletin will be distributed to all employees. This bulletin will contain articles on various phases of buying and selling of PATCO products, news about personnel, a humorous section, and anything else the editor feels will be of interest. Employees are encouraged to contribute news, articles or stories, and are invited to submit suggestions for improvement of the bulletin.

Suggestion Box

A suggestion box will be maintained at all times. If you have any suggestions or questions, please refer them to the suggestion box. Your suggestions are wanted and needed to make the Patriot Company a better place to work.

Holidays

Legal holidays currently observed by employees of the Patriot Company are: January 1, New Years Day; May 30; Memorial Day; July 4, Independence Day; September 1, Labor Day; November, Thanksgiving holidays; December 25, Christmas, April 14, Spring break.

Vacation Leave

All regular employees of the Patriot Company including those paid on an hourly basis are eligible for vacation leave after one year of continuous employment. If any employee desires, he may use vacation in multiples of half days or fulldays.

All employees that have worked for one year will receive one week of paid vacation. All employees that have worked from two to ten years will receive two weeks of paid vacation. All employees that have worked from 11 years to 20 years will receive three weeks of paid vacation. All employees that have worked more than 20 years will receive four weeks of paid vacation.

Service Awards

The Patriot Company recognizes efficient and loyal service by awarding a Certificate of Merit and a Service Pin to each employee upon completion of any five-year increment of service in the Patriot Company.

Dress

The members of the firm should always be dressed in an appropriate manner for work in the business office. Pant suits are allowed, but the employees should not wear jeans. Also, the employee should not wear hot pants, shorts, or anything of this nature. One should remember that the image of the company is created by the members of the staff.

Office Etiquette

Manners are very important to other employees and to outsiders. A friendly "Good Morning," a gracious "thank you," and a courteous answer are a few ways to show consideration for others. You should try to speak in a pleasant manner at all times. When you talk with customers or when you talk on the telephone, you represent the Patriot Company. You should remember that at all times.

Attitude

Your attitude is very important to the success of the firm. You should always be cheerful and willing to work. You must cooperate with all workers at all times. Office gossip really does no good whatsoever; therefore, you should avoid getting small groups and gossipying.

Coffee Breaks

All office workers at the Patriot Company will be given a ten-minute break each day. During this time, you may go to the lounge. Do not take advantage of this break. A good employee does not have to be reminded by the supervisor that he or she should be back at his or her desk. A good employee does not waste the employer's time. He or she is very responsible.

Telephone Usage

The telephone is provided strictly for company business. The employer should not use the telephone for personal usage unless it is absolutely necessary. If an employee must make a call, he should make the call during the noon hour or on his break. The call should be made from the pay telephone in the lounge. Using the company phone will tie up the lines, and it might result in the loss of a sale, because a customer could not get a call through to the Patriot Company.

Transfers

In a large organization it sometimes happens that an employee's talents and abilities are not utilized to the fullest degree in his original assignment. Training and later study by the employee may develop or enlarge latent abilities. Where this condition exists, the transfer of the employee to a job better suited to his abilities will result in a happier employee and more efficient work for the company. He should consult his Department Head so proper consideration can be given to a change that would be mutually advantageous. Understandably, transfers are made for the good of the company.

Contributions

No solicitations by salesmen or collections of bills, premiums, or other indebtedness may be made of employees in the Patriot Company during office hours.

Only fund-raising compaigns which have been officially approved will be permitted within the company. It is recognied that employees have diversity of opinions on the worthiness of specific public service organizations or charities. No employee is required to contribute to any particular activity. However, the Patriot Company is hopeful that all employees will be civic minded and will contribute to those which they feel are worthy.

Applications for Positions

All students interested in working for the Patriot Company will submit application for employment during presimulation. You will fill in a Patriot Company Application Form that is provided by the President of the company. All applications are to be typed, and they must be neat. You will be called in for interview by the President of the Office Simulation Class. Businessmen and women of the community will do the interviewing. You will be hired on skills and desire for the job.

On the first day on the job, the Payroll Clerk will have you fill in a W-4 Form, which is necessary for the payroll procedures.

You will be hired for a position, and you will be rotated to a new position approximately every three weeks. If you desire a transfer to another position before the end of this time, you should fill in a Transfer Form and submit it to the General Manager of the firm. When possible, your request will be granted.

Attendance and Punctuality

The Patriot Company is open for a two-hour work period each day, Monday through Friday. You may come in for overtime outside of the regular class. Your job is very important to the smooth functioning of the firm as a whole. Your duties must be performed whether you are at work or not. Unnecessary absences throw an unfair work load on your fellow workers. Tardiness is rarely excuseable as it indicates poor personal management and put an unjustifiable burden on your co-workers. Since you get your work from someone else, and pass it on to someone else, your absence or tardiness interferes with the flow through the office system.

If for any reason you cannot be present at work, let your immediate supervisor know as early as possible so that he may schedule someone to handle your duties while you are absent.

Attendance records are analyzed by employers more than any other type of work record.

Employee Evaluation

All employees will be evaluated weekly by the head of each department and by the General Manager. A typed report summarizing the evaluation will be given to the President every Monday from the previous week. All employees will fill in a form and give to the Department Head each day showing the Department Head what they have done that day.

Employee Compensation

1. Basic Wages

   A. Basic time wages for entry positions will be $2.25 to $2.50 per hour.

   B. Basic time wages for promotional positions will be $2.51 to $3.00 per hour.

   C. Basic time wages for supervisory positions will be $3.01 to $3.50 per hour.

   D. Basic time wages for administrative positions will be $3.51 to $4.00 per hour.

2. Overtime

   A. Overtime pay will be paid at 1 1/2 times the basic time wages for each position.

   B. Overtime work must be authorized by the President.

3. Incentive Pay

   A. All personnel will be merit rated after a basic training period.

   B. There will be no specific schedule followed for computation of incentive wages.

The Company

The Patriot Company is an office supply company that is open five days a week. The company is a wholesale and retail company selling to stores and companies in the entire United States. The company sells all types of office equipment. The brand name of all items sold by the Patriot Company is known as "Patco." Patco equipment is made at the main office, which is located in California. The company is the largest dealer of office equipment in the United States. It outsells all other similar companies.

Most of the sales made by the Patriot Company are made by the salesmen. Our company has twenty-five salesmen. Two states are covered by each salesman. The salesmen very seldom visit the office, but they mail in all purchase orders and expense accounts. Also, many sales are made by telephone.

The Patriot Company operates an Outlet Store. All items sold in the Outlet Store are sold for cash. The items are slightly damaged, and they are sold for a 20 percent discount.

Board of Directors

The Board of Directors of the Patriot Company are: Mr. John Fortenberry, Mr. Leonard Spitzer, Mr. Ernest Rush, Mrs. Tommie Butler, Dr. Jack Nicholas, Mr. Grady Knight, Dr. Amanda Copeland, Mrs. Sandra Munday, Mr. Joe Zegler, Mr. Tommy Anderson, Mr. Jim Anglin, and Mrs. Nadine Marcum.

GENERAL OBJECTIVES OF OFFICE SIMULATION

Main Purpose: To give the students the opportunity to develop skills and attitudes necessary to maintain and retain employment in the business world.

1. To provide opportunities for students to integrate, reinforce, and refine typewriting, shorthand, accounting, business English and math, office machines, and office practices students have studied previously as separate business courses.

2. To develop responsibility in the organization and the completion of problems with a minimum of direction and supervision.

3. To develop an understanding of the importance of getting along with others and working together.

4. To display the ability to make mature, intelligent decisions when provided the opportunity of working under pressure and while completing other job demands.

5. To develop student originality and initiative.

6. To develop the understanding, need, and continuous application for such personal characteristics as grooming, neatness, cleanliness, poise, punctuality, and good health.

7. To develop an understanding of the flow of work in an office and how each employee's job fits into the flow of work.

8. To develop a business vocabulary.

9. To develop an attitude of and to give real meaning to career characteristics such as dependability, self-reliance, tact, resourcefulness, self-control, patience, adaptability, cooperation, tolerance, respect for others, punctuality, and courtesy.

10. To develop the ability to follow directions and to develop problem solving ability.

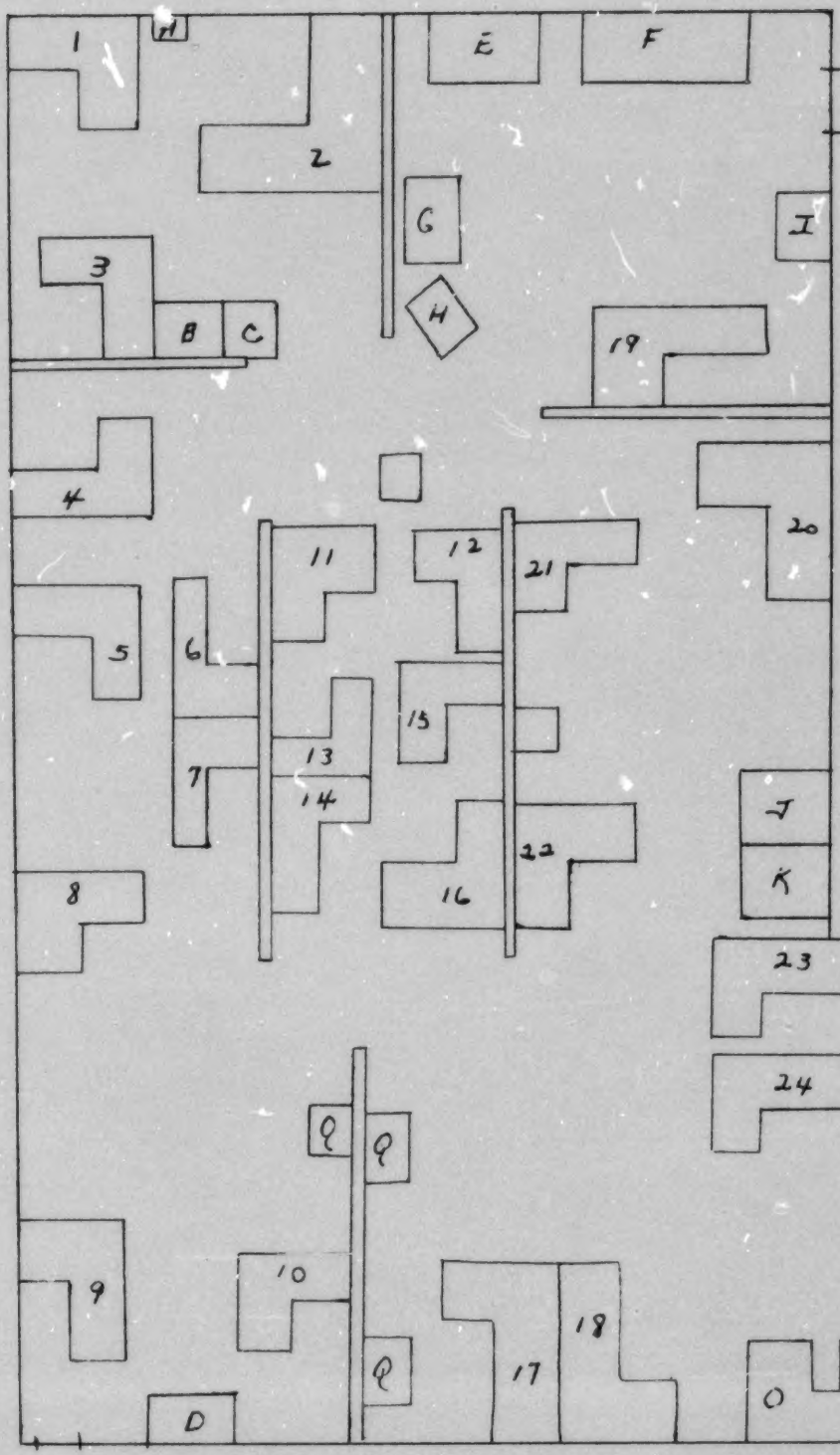
11. To give the students the opportunity to evaluate their ability to perform duties required in a business office.

12. To give the student the chance to decide whether he has made a wise choice of careers.

13. To develop habits of accuracy and pride in all work in the company.

THE PATRIOT COMPANY

ROOM LAYOUT

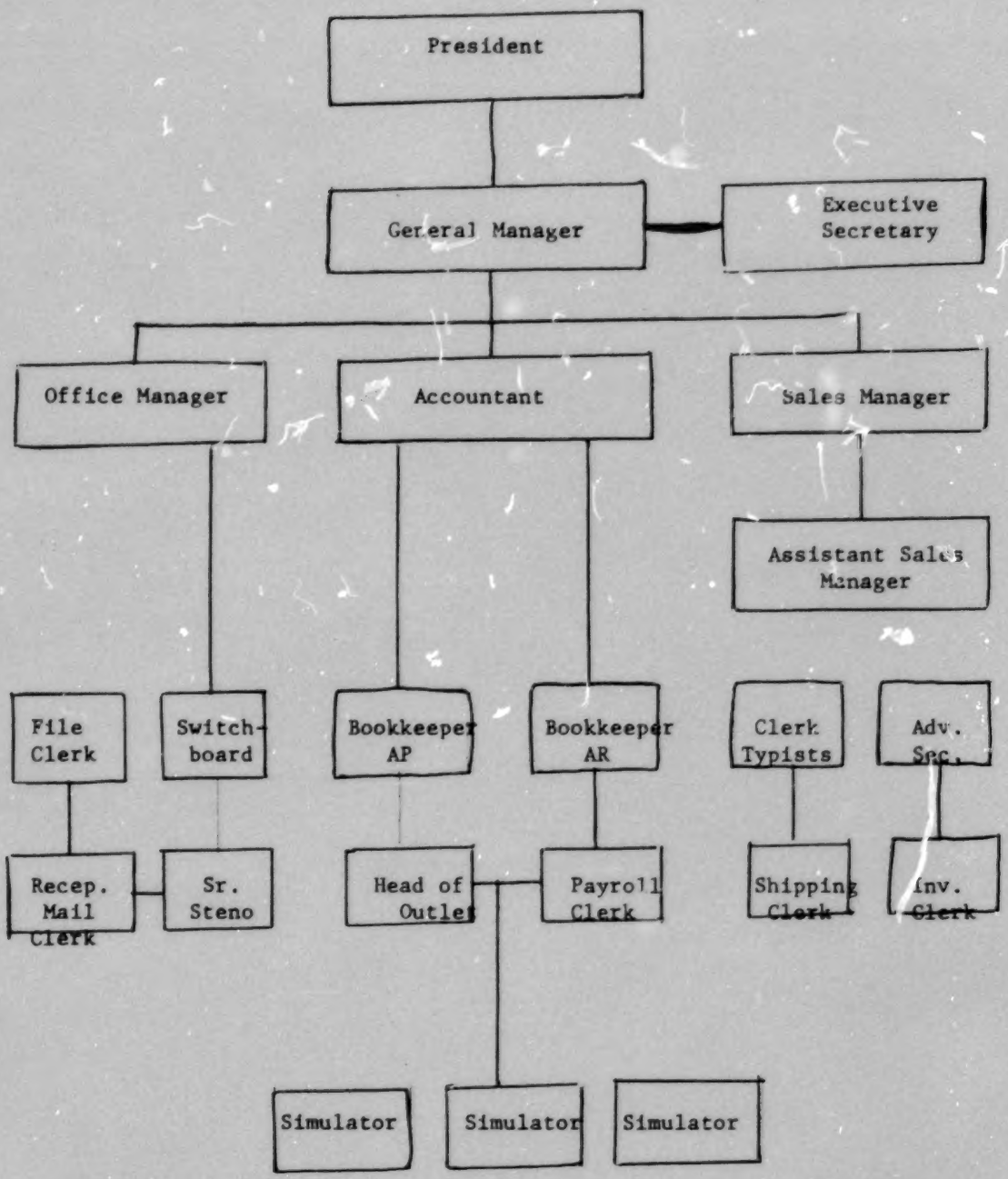


1. Executive Secretary
2. General Manager
3. File Clerk
4. Clerk Typist
5. Clerk Typist
6. Inventory Clerk
7. Shipping Clerk
8. Advertising Secretary
9. Sales Manager
10. Asst. Sales Manager
11. Head of Outlet Store
12. Outlet Store
13. Head Accountant
14. Accountant
15. Payroll Clerk
16. Simulator
17. Accts. Rec. Clerk
18. Accts. Pay. Clerk
19. Receptionist-Mail Clerk
20. Switchboard Operator
21. Office Manager
22. Sr. Stenographer
23. Simulator
24. Simulator

A. Two-Drawer File
B. Four-Drawer File
C. Four-Drawer File
D. One-Drawer File
E. President's Desk
F. Cabinet
G. Table
H. Chair
I. Chair
J. File
K. File
L. Table
M. Dup.
N. Copy Machine
O. Mim.
P. Cabinet
Q. Bookkeeping Machine

THE PATRIOT COMPANY

COMPANY ORGANIZATION CHART



GENERAL MANAGER

You are the boss of the company. The staff will look to you for advice and assistance. You must be able to help them at all times when they need your help. Remember, you are the leader. The staff will follow your methods and techniques. You must be a good example for them to go by at all times.

DUTIES OF THE JOB

1. The General Manager must make managerial decisions including customer complaints and internal problems.
2. Supervise flow of work in office.
3. Dictate necessary memorandums, letters, and purchase orders for equipment and supplies.
4. Interview prospective employees, hires, evaluates, and terminates all office employees as necessary.
5. Works closely with the President on company policies.
6. Holds debriefings with office staff to clear up problems that have arisen.
7. Authorizes advertising campaigns after consultation with Sales Manager.
8. Approves all Purchase Requisitions for new orders or reorders of merchandise.
9. Reviews financial records with Head Accountant.
10. Keeps a file on each employee--including health records, personal information, and anything that comes in about employees is placed in this file.
11. Approves all major decisions.
12. Signs all checks.

Supplies	Equipment	Forms Used
Desk Calendar	Desk - Chair	Interoffice Memo Forms
Scratch Pad	Telephone	Letterhead
Pens and Pencils	Typewriter	Envelopes
File Folders	Dictating Machine	Evaluation Forms
Labels	In and Out Basket	Application Forms

PATRIOT COMPANY [illegible]hyllis Smith, President
[illegible]0 Barrow Road

Phone (501) 225-6440
Little Rock, AR 72204

PATRIOT PATCO EQUIPMENT

INTEROFFICE MEMORANDUM

TO: The Patriot Company Staff

DATE: March 24, 1974

FROM: Kathy DeGinther, General Manager

SUBJECT: GENERAL INFORMATION

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Everybody has been working hard all week, and I am very proud of you. Keep it up. There are a few slight problems. For one, it is too noisy. I realize you are working, but do try to keep the noise down to a minimum. Also, when you leave the office in the afternoon, be sure your desk is neat and in perfect order. A few people are being a little haphazard! One more thing--a few employees are crowding around the door before the office closes. This is definitely bad office procedure.

A note to department heads: We will start evaluations this week. Evaluate everyone in your department every Friday and have the evaluation on my desk by 3:20.

Thanks again for all the hard work. The Patriot Company is a success because you are making it a success.

Messages are typed by any member of the staff and sent daily in the Patriot Co.

EXECUTIVE SECRETARY

One of the most valuable assets of the head of a company is his secretary. The smooth functions of the entire organization can rest on the capabilities and efforts of the Executive Secretary.

It is her duty to see that the General Manager has an up-to-date filing system, his appointment calendar is correct, that he is reminded of his appointments, that routine business be her responsibility, that the company Library is maintained efficiently, that routine correspondence be handled by her with the General Manager's approval, and that she is the "Ambassador" for the General Manager, and for the Company when guests come to the Patriot Company. It is her duty to conduct tours of the plant as requested.

This position requires that a person have personality, tact, charm, poise, graciousness, and a desire to work hard.

She may be required from time to time to perform work of a personal nature for the General Manager.

DUTIES OF THE JOB

1. Take dictation and transcribe machine dictation for the General Manager and the President. Also, take shorthand.

2. Screen all calls and callers for the General Manager.

3. Keep correspondence and other files for the General Manager.

4. Assist General Manager in screening prospective employees and keeps a file on applicants as well as new employees.

5. Keeps a calendar and schedule appointments for the General Manager.

6. Types masters and stencils.

7. Handles and process Purchase Requisitions for office supplies and equipment for the Patriot Company.

   A. Purchase Requisition must be approved by the General Manager.

   B. Executive Secretary types a Purchase Order and sends it to the outside world.

   C. Executive Secretary keeps Requisitions and yellow copy of the Purchase Order until the Invoice is received. She checks the Invoice against the Purchase Order, and she then sends the Invoice to the Accounting Department to be paid.

   D. The pink copy of the Purchase Order is sent to the Accounts Payable Clerk. The Executive Secretary sends the yellow copy of the Purchase Order to the Office Manager when the goods are received. (Office Supplies.) When Patco equipment is received, the yellow copy is sent to the Inventory Clerk.

8. The Executive Secretary handles all Petty Cash transactions.

9. Distributes clean-up kit for cleaning desks and machines.

Supplies	Equipment	Forms
Desk Calendar	Desk - Chair	Memorandums
Appointment Book	Typewriter	Purchase Orders
Staples, Stapler, Staple Remover	Transcribing Machine	Paper (All Types)
Pens, Pencils, Eraser, Razor Blade	Printing Calculator	Petty Cash Vouchers
Type Cleaner	File Cabinet	Application Blanks
Paper Clips	Letter Trays	
Folders and Labels	Dictionary	
Steno Pad, Stencils, Masters	Reference Manual	
Carbon Paper, Bond Paper		
Patriot Company Letterhead		
Onionskin Paper		
Envelopes (All Sizes)		
Memorandums		

OFFICE MANAGER

It will be the responsibility of the Office Manager to see that the office functions in an orderly organized manner. He will work closely with the Sales Manager in promoting sales for the company. Also, he will be in charge of the Hospitalization Insurance that is provided free to the employees. He will also be in charge of the Life Insurance Program of the employees. This service is provided for $12 a month to any employee that desires the service. He will also print weekly The Patco Talker, a weekly Newsletter for the Company. He is in charge of all office supplies, and he must keep inventory. He will supervise the employees in the department, which includes the Receptionist, Switchboard Operator, Stenographer, File Clerk, and Duplicating Clerk. He will evaluate each employee daily and weekly.

DUTIES OF THE JOB

1. Evaluate all employees in the department daily and weekly.
2. Prepare and give a weekly evaluation form to the General Manager every Friday for all employees in his or her department.
3. Handle all hospitalization forms on all employees of the Company. This service is provided free by the Company. A form should be filled in monthly by all employees.
4. Supervise, assign, and check the work of all employees in the department daily. The Office Manager must answer for any mistakes made in the department.
5. Dictate two sales letters a week to the stenographer. Twenty letters a week should go out to prospective customers. (Try to sell the Mag Card and Magnetic Tape Selectric Typewriter to lawyers and large corporations.)
6. Order all supplies that are needed for the office. The Office Manager keeps an inventory of all supplies that the company provided. When the supply gets low, the supply is replenished. (Sends a Requisition to the Executive Secretary.)
7. When individuals in the Company needs supplies, the Office Manager handles the transaction.
8. Collects information and types the Patco Talker. This is given to each worker.
9. Supervises any additional or rush work that is channeled into the Company by the Simulators.
10. Calls the simulators and reports the fact if any person in the department is not busy.

Supplies	Equipment	Forms Used
Paper Clips	File Box (Two)	Requisition Forms
Pens and Pencils	Telephone	Inventory Sheets
Stapler and Staples	Calculator	Memorandums
Manila Folders	Dictating Machine	Evaluation Forms
	Typewriter	Letterhead
	Desk and Chair	Hospitalization Forms
		Insurance Forms (Life)

SENIOR STENOGRAPHER

The Stenographer is the assistant to the Office Manager. The Stenographer must help the Office Manager run the Office Service Department. She is a very important instrument in keeping this department running smoothly.

DUTIES OF THE JOB

1. Take dictation from the Office Manager when needed.
2. Type a mailing list of all prospective lawyers and large corporations in the area that might be interested in a Mag Card or a Mag Tape Typewriter.
3. Type 20 individual letters and envelopes to prospective customers each week.
4. Type insurance forms and hospitalization forms for the General Manager and Office Manager.
5. Do other typing and filing as needed by the Office Manager.
6. Mimeograph and duplicate for any individual in the Patriot Company that needs this type of work done.
7. Assist the Office Manager with the Inventory.
8. Type Requisitions when needed.
9. Issue supplies to the employees.
10. A great deal of the work will be fed into this position. (Extra work that is brought to the Business Department that needs to be typed.)
11. Fill in a work sheet daily showing exactly what you have done for the day.

Supplies	Equipment	Forms Used
Letterhead	Desk - Chair	Insurance Forms
Carbon Paper	Adding Machine	Hospitalization Forms
Correct Type	Typewriter	Requisitions
Steno Pad	Mimeograph Machine	Mailing List
Copy Paper	Duplicating Machine	Inventory Forms
	Copy Machine	Work Sheets

SWITCHBOARD OPERATOR

The Switchboard Operator is the voice of the business. She will have more influence on the outside world than any other person in the business; therefore, it is very important that this person is very pleasant and has a good personality. This person will handle outgoing and incoming calls.

DUTIES OF THE JOB

1. Handles incoming telephone calls.

   A. Answer promptly.
   B. Identify yourself (Patriot Company). (You might wish to say Good Morning or Good Afternoon).
   C. Screen Calls - Suggestions: "May I tell Mr. Smith who is calling please?" "Mr. Smith would like to know who is calling please."

2. Take messages (include exact time of call and date; name of the caller and his company; verify spelling of any unusual name; telephone number and caller's extension; the details of the message; initials of person who wrote the message).

3. Transfer calls (Example: I am sorry, you have reached the wrong extension. I will transfer you to another department.")

4. Answer all calls on the first ring if possible.

5. If a person must wait, be sure and go back to the call about every 30 seconds.

6. Place all outgoing calls. Be sure you ring the proper number.

7. Place all long distance calls. Keep a log of all long distance calls made.

8. Assist with typing when needed by other departments.

9. Assist the Receptionist with the mail when needed.

10. Cover the receptionist's desk when she is away from her desk.

Supplies	Equipment	
Pencils - Pens	Desk - Chair	Long Distance Log
Correct Type	Typewriter	"While You Were Out Pads"
Typing Eraser	Switchboard	Letterhead
	In and Out Basket	Envelopes

RECEPTIONIST

A Receptionist "represents" the Company. She is often the first, last, and sometimes the only person with whom the customer has contact. The receptionist's poise, self-confidence, gestures, voice, hairstyle, dress, and words are all ingredients of the impression that develops regarding the company. This contact must leave a favorable impression and show the best side of the company. The employer's receptionist is one of the most important public relations representatives. A successful receptionist must have a genuine interest in people, the confidence necessary to greet people with poise and tact, patience and control in difficult situations, a cheerful and friendly attitude, and a willingness to be a listener.

Proper grooming is essential in the office. Clothes should be appropriate and simple; hair should be neat and well groomed; make-up should be tastefully applied; personal cleanliness should be practiced at all times; and nails should be neatly trimmed and manicured. The over-all appearance of the receptionist must be neat, businesslike, and attractive.

DUTIES OF THE JOB

1. Greets all customers and visitors.
2. Answers or makes all appointments.
3. Handles all applicants for jobs.
4. Does some typing as needed for the Company.
5. Messenger girl.
6. Keeps suggestion box.
7. Keeps bulletin board.
8. Handles all incoming and outgoing mail.
9. Determines the proper postage for the mail.
10. Records the amount of postage on the "Cost of Postage" Sheet.
11. Makes sure that the mail is picked up by the Post Office Department.
12. Makes sure that all mail is opened, time-stamped, and inspected for signatures, enclosures, and complete addresses.
13. Distributes all mail to the proper departments.
14. Covers for the Switchboard Operator when needed.

RECEPTIONIST
(Continued)

HANDLING THE MAIL

A. Incoming Mail

1. The first step in handling incoming mail is sorting. Separate letters marked "personal" from company mail. Sort the mail according to the various department.

2. Personal letters are delivered unopened to the addresses.

3. All other mail should be opened, time-stamped, and inspected for signatures, enclosures, and complete addresses.

4. Notations should be made on mail, when necessary, to call attention to any omissions. The envelopes should be attached to the letters to which they belong. Some firms clip all envelopes to the original letters.

5. All of the mail is then distributed to the various departments and addresses.

B. Outgoing Mail

1. Seal all outgoing correspondence.

2. Determine the proper postage according to weight and mail classifications.

3. Record the amount of postage on the "Cost of Postage" Sheet.

4. Make sure the mail is delivered to or picked up by the Post Office Department.

Supplies	Equipment	Forms Used
Pens and Pencils	Desk - Chair	Postage Record
Carbon Paper	Telephone	Memorandums
Letter Opener	Typewriter	Application Forms
Guest Register	Postage Meter	Letterhead
Stapler - Staples	Adding Machine	Envelopes
Paper Clips	In and Out Basket	
Eraser	Date Stamp	
Correct Type	Stamps - Airmail, For Deposit Only, Patriot	
	Company	
	Suggestion Box	

FILE CLERK

The File Clerk of the Patriot Company will handle all of the filing for the Company, and the filing will be done in the central filing system. It will be the responsibility of the File Clerk to keep all items filed that have been released for filing. Also, it will be the responsibility of the File Clerk to find any item for any individual at any time that is needed by a member of the Patriot Company firm. The File Clerk will come around to individuals in the different departments to pick up items needed by the individuals to be filed.

DUTIES OF THE JOB

1. Set up an individual file for every customer.
2. File each Purchase Order and Invoice for the customer after it has been processed. (These can be stapled together.) Filed alphabetically.
3. Set up an individual file for each creditor.
4. File each Purchase Order and Invoice after it has been processed and paid. (Filed alphabetically.)
5. File each Bill of Lading. (Numerically.)
6. File each carbon copy of every letter. (Alphabetically.)
7. Keep a file on anything that is needed by the company.
8. Act as a messenger for the company. Run errands when needed.
9. Type labels and prepare a new file for each file as needed.
10. Assist in any department when needed.
11. Assist with the mimeographing and duplicating for the Company.
12. Fill in a Work Sheet daily showing exactly what you have done for the day.

Supplies	Equipment	Forms Used
File Folders	Typewriter	Work Record Form
Labels	Filing Cabinets	Cross-Reference Sheet
Paper Clips	Desk - Chair	
Stapler - Staples	In and Out Basket	

ACCOUNTANT

It will be the responsibility of the Head Accountant to see the Accounting Department functions in an orderly fashion. He is the head of the Department. In order for a business to make a profit, they must have an Accounting Department that is efficient and highly competent. It is the responsibility of the Head Accountant to see that the department is run in this manner. The Head Accountant will handle the Cash Receipts, Cash Payments, Sales, Purchases, and the General Journal. Also, he will handle the General Ledger. All deposits will be made to the bank by the Head Accountant. All employees of the Accounting Department will be evaluated by the Head Accountant daily. An evaluation form will be given to the General Manager once weekly. The Bank Statement will be reconciled by the Head Accountant monthly.

DUTIES OF THE JOB

1. Evaluate all employees of the department daily.
2. Fill in and hand to the General Manager an Evaluation Form on every employee in the Account Department. (This is done on Thursday.)
3. Journalize all sales, purchases, cash payments, cash receipts, and general journal entries daily.
4. Post all transactions to the General Ledger.
5. Write a check every Monday morning to cover the Payroll Expense. Deposit in bank. (Make a deposit ticket.) (Total will be given to you by the Payroll Clerk.)
6. Journalize and post Cash Register receipts daily. This total will be given to you daily with the cash from the Outlet store.
7. Make a deposit daily. Be sure and fill in the proper deposit ticket.
8. Cash employee checks on Friday if they desire. (Be sure they endorse checks in the proper manner.)
9. Reconcile the Bank Statement once a month. This will be mailed to you by the bank.
10. See that each employee in your department is busy at all times.
11. Attend staff meetings with the other department heads and the General Manager.
12. Maintain the checkbook for the entire company. (All checks are to be typed.)

Supplies	Equipment	Forms Used
Checkbook	Typewriter	General Journal
Correct Type	Electronic Calculator	Cash Receipts Journal
Pens and Pencils	Desk and Chair	Cash Payments Journal
Typing Eraser	Letter File	Sales Journal
		Purchase Journal
		General Ledger
		Evaluation Forms
		Deposit Tickets

ACCOUNTS RECEIVABLE CLERK

The Accounts Receivable Clerk is a very important person in the Patriot Company. She will handle all of the customers' accounts. She will journalize and post all accounts on the Monroe Posting Machine. She will mail out statements to customers once weekly. Also, she will journalize all sales in the Sales Journal daily. In order to make a profit, a company must collect from the customers. Therefore, it is the responsibility of the Accounts Receivable Clerk to see that the books are kept in a proper manner.

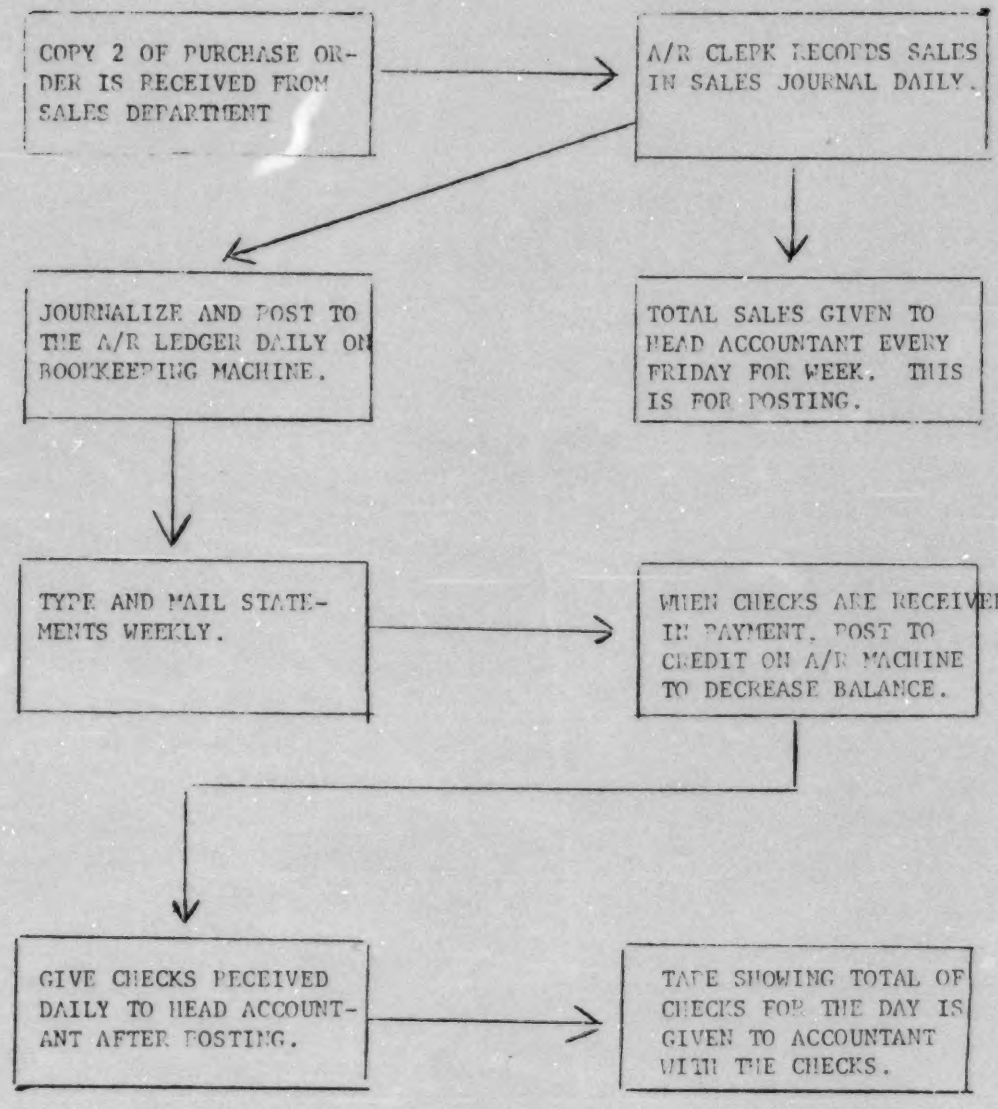
DUTIES OF THE JOB

1. Send the balance that each customer owes to the Sales Manager every Wednesday.
2. Journalize all Sales on Account to the Sales Journal daily.
3. Give the total of the Sales Journal to the Head Accountant every Friday. (The Head Accountant will post from this total.)
4. Journalize and post to the Accounts Receivable Ledger daily on the Bookkeeping Machine.
5. Mail out statements to customers monthly. (Cycle billing will be used.) First week of the month send out the A-E accounts. Second week of the month send out F-J accounts. The third week of the month send out K-Q accounts. The fourth week of the month send out R-Z accounts. Type the statements and mail them in window envelopes.
6. When you receive payment from customers, post the payment to the individual customer's account. (Use the Accounting Machine.)
7. Give total cash or checks received daily to the Head Accountant. (Fill in the proper form to hand with the cash to the Head Accountant.)
8. Fill in a work sheet daily showing exactly what you have done. This will be given to the Head Accountant.
9. If you need help in typing the statements, the Accounts Payable will help.

Supplies	Equipment	Forms Used
Pens and Pencils	Bookkeeping Machine	Ledger Cards
Ruler	Calculator	Sales Journal
Correct Type	Typewriter	Daily Report Forms
	Desk-Chair	Statements
	In and Out Basket	Window Envelopes
		Customer Balance Form

ACCOUNTING DEPARTMENT

ACCOUNTS RECEIVABLE CLERK


COPY 2 OF PURCHASE ORDER IS RECEIVED FROM SALES DEPARTMENT
A/R CLERK RECORDS SALES IN SALES JOURNAL DAILY.
JOURNALIZE AND POST TO THE A/R LEDGER DAILY ON BOOKKEEPING MACHINE.
TOTAL SALES GIVEN TO HEAD ACCOUNTANT EVERY FRIDAY FOR WEEK. THIS IS FOR POSTING.
TYPE AND MAIL STATEMENTS WEEKLY.
WHEN CHECKS ARE RECEIVED IN PAYMENT, POST TO CREDIT ON A/R MACHINE TO DECREASE BALANCE.
GIVE CHECKS RECEIVED DAILY TO HEAD ACCOUNTANT AFTER POSTING.
TAPE SHOWING TOTAL OF CHECKS FOR THE DAY IS GIVEN TO ACCOUNTANT WITH THE CHECKS.

LEDGER
ACCOUNTS RECEIVABLE

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NAME Marcia's Communication Service

ADDRESS 1070 Central Avenue - Memphis, Tennessee 38104

DATE	REFERENCE	CHARGES	✓	CREDITS	BALANCE	PROOF
		BALANCE FORWARDED →			$500.00	
April 7, 1973	5555	100.00				
April 7, 1973	SC	1.25				
April 7, 1973	TX	3.33			$604.58	$500.00
April 9, 1973	1270			$200.00	$404.58	$604.58

When a customer buys something on account, the amount is posted in the charge column. When the customers pays on his account, the amount is subtracted in the credit column. The balance column shows the amount that the customer owes at all times.

NATIONAL's QUICKI STATEMENT

FOLD AT (—) FOR WINDOW ENVELOPE

STATEMENT

The Patriot Company
2500 Barrow Road
Little Rock, Arkansas 72204

DATE 4/3 ,19 74

Marcia's Communication Service
1070 Central Avenue
Memphis, Tennessee 38104

DETACH AND RETURN THIS PORTION WITH REMITTANCE $_____

DATE	CHARGES AND CREDITS	BALANCE
4/1/74	Balance on Account	$554.58

YOUR CHECK IS YOUR RECEIPT

NATIONAL
SNAP-A-PART
47-312
MADE IN U.S.A.

ACCOUNTS PAYABLE CLERK

The Accounts Payable Clerk is a very important person in the Patriot Company. She will handle all of the creditors' accounts. She will journalize and post all credit accounts on the Monroe Posting Machine. She will journalize all purchases in the Purchases Journal daily. She will mail out checks to the creditors weekly. It is the responsibility of the Accounts Payable Clerk to see that the books are kept in a proper manner.

DUTIES OF THE JOB

1. Journalize all Purchases on Account to the Purchases Journal daily.

2. Give the total of the Purchases Journal to the Head Accountant every Friday. (The Head Accountant will post to the ledger from this total.)

3. Journalize and post to the Accounts Payable Ledger daily on the Bookkeeping Machine.

4. When statements are received from creditors, type a check and have it signed by the Head Accountant. Pay the statements on receipt. Be sure and check and see if you get a discount.

5. Be sure and post all payments on the Accounts Payable Machine.

6. Be sure and fill in the check stubs on the checkbook. Total the amount paid out each day. Be sure you give your checkbook to the Head Accountant at the end of each work day.

7. Fill in a Work Sheet daily showing exactly what you have done. This will be given to the Head Accountant.

8. Help the Head Accountant as he needs you with additional duties.

9. You will be assigned special typewriting jobs often.

Supplies	Equipment	Forms Used
Pens and Pencils	Bookkeeping Machine	Ledger Cards
Ruler	Typewriter	Purchase Journal
Correct Type	Calculator	Daily Report Forms
	Desk - Chair	Checkbook
	In and Out Basket	Standard Paper
	File	Envelopes

PAYROLL CLERK

The payroll is prepared weekly by the Payroll Clerk. The Payroll Clerk is responsible for the Time Cards, Payroll Journal, Employees Earnings Record, and computation of proper amounts of taxes for each employee. She is also responsible for seeing that the Accountant receives the needed information in plenty of time to write the total check for Payroll for the week. She is responsible for typing all of the payroll checks.

DUTIES OF THE JOB

1. The Payroll Clerk must see that every employee has a Social Security number. If a employee does not have a number, have the employee to fill in Form SS-5.

2. The Payroll Clerk must see that each person has filled in a W-4 Form when she is employed in the company.

3. The Payroll Clerk checks each day to see that each employee has timed in and timed out on Time Cards using the Time Clock.

4. The Payroll Clerk must take the total hours worked by the employees for the week.

5. Computes employee earnings on Time Cards.

6. Completes Payroll Journal.

7. Posts from Payroll Journal to Employees Earnings Record.

8. Types payroll checks.

9. Computes payroll totals from the Employees Earnings Record and sends to the Accountant.

10. Helps with typewriting of stencils, letters, and special typing as needed.

GENERAL INFORMATION

Each day after all employees have clocked in, the Payroll Clerk shall collect the Time Cards from the rack and compute the time on the card for the previous day. Each employee who works the entire period shall receive credit for eight hours. If an employee punches in late or out early, he shall be penalized 1/10 of an hour for each six minutes or fraction of six minutes that he is late. For example, if an employee clocks in three minutes late, he shall receive credit for 7.9 hours that day (8.0 minus .1 = 7.9). In other words, employees will be penalized one-tenth of an hour for being late 1-6 minutes, two-tenths for 7-12 minutes, etc. An employee who punched out early would be penalized in the same manner. Punching out a few minutes after quitting time does not compensate for being late.

Overtime will be paid for all time worked outside the regular working day but only when authorized by the President of the firm. Overtime shall be paid at 1 1/2 times the basic hourly rate.

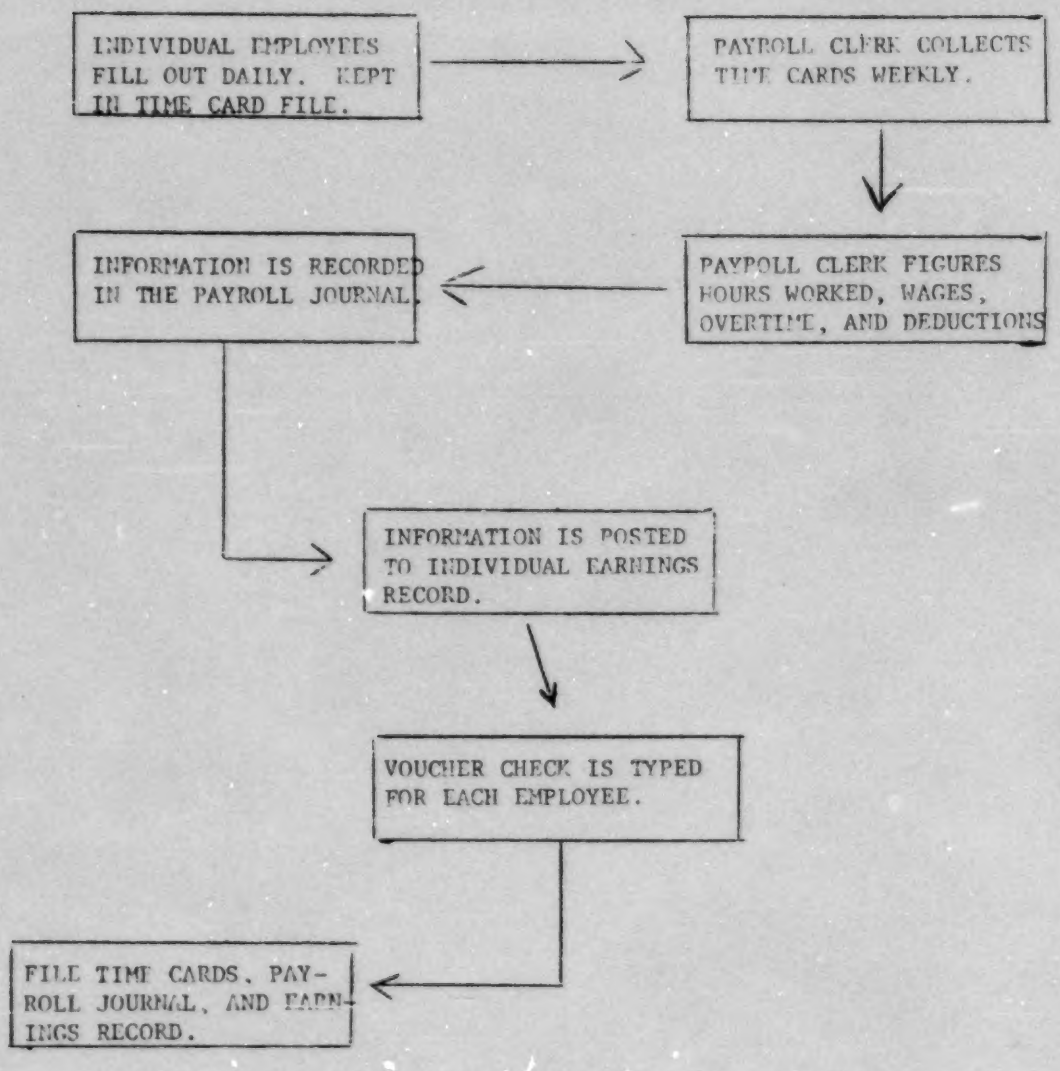
PAYROLL CLERK
(Continued)

A two-hour class period shall be considered an eight-hour work day. All weeks shall be considered 40 hour weeks.

On Monday morning, the hours worked on Friday should be determined and entered on the cards. The hours for the week should then be totaled and multiplied times the hourly rate to find the gross pay.

Supplies	Equipment	Forms Used
Pens and Pencils	Typewriter	Time Cards
Tax Deduction Chart	Desk - Chair	Payroll Journal
Correct Type	Calculator	Employees Earnings Record
Typing Eraser	In and Out Basket	Social Security Forms SS-5
	Time Card Rack	W-4 Forms
	Time Clock	Voucher Checks

TIME CARD


INDIVIDUAL EMPLOYEES FILL OUT DAILY. KEPT IN TIME CARD FILE.
PAYROLL CLERK COLLECTS TIME CARDS WEEKLY.
PAYROLL CLERK FIGURES HOURS WORKED, WAGES, OVERTIME, AND DEDUCTIONS
INFORMATION IS RECORDED IN THE PAYROLL JOURNAL.
INFORMATION IS POSTED TO INDIVIDUAL EARNINGS RECORD.
VOUCHER CHECK IS TYPED FOR EACH EMPLOYEE.
FILE TIME CARDS, PAYROLL JOURNAL, AND EARNINGS RECORD.

DETACH BEFORE CASHING CHECK
STATEMENT OF EARNINGS AND DEDUCTIONS FOR EMPLOYEE'S RECORD

THE PATRIOT COMPANY

PAY PERIOD ENDING 4/26/74

TO Lillie Brown

REGULAR HOURS @	92	80
OVERTIME HOURS @		
TOTAL EARNINGS	92	80
SOCIAL SEC. TAX	3	84
U S INC. TAX	12	00
STATE TAX		91
TOTAL DEDUCTIONS	16	75
AMOUNT THIS CHECK		

THE PATRIOT COMPANY
2500 BARROW ROAD
LITTLE ROCK, ARKANSAS 72204

No. 1299

DATE April 26 1974

PAY TO THE ORDER OF Lillie Brown ---------- $76.05

~~Seventy-six and 05/100~~ ---------- DOLLARS

THE PATRIOT COMPANY

Lillie Flack

FAVORITE CHECK PRINTERS

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HEAD OF OUTLET STORE

The Patriot Company operates an Outlet Store, and you are in complete charge of the store. It will be your responsibility to handle all sales, keep all inventory for the store, and make deposits. Every transaction that takes place in the store will be your responsibility. Your main goal is to try to make a profit for the Company.

DUTIES OF THE JOB

1. Five to ten cash sales will be sent into the company by the Simulators. (They are acting as customers.)

2. Write or type a sales ticket for each cash sale that comes into the store. (The first copy of the sales ticket will be given to the customer.) (The second copy will be held for inventory purposes.) (The third copy will go to the head of the Accounting Department with the deposit ticket.)

3. The head of the Outlet Store will call the simulators when the tickets have been written up, and she is ready to collect the money for the office equipment. The customers (simulators) will pay the Head of the Outlet Store with cash. If change is required, the Head of the Outlet Store will make the change and give it to the simulator.

4. Three percent tax will be charged on all cash sales. This tax will be added to the total charge of the sale. All Sales Tickets will be typed.

5. The Head of the Outlet Store will total cash at the end of the day. (She will check to see if her total cash in her cash box equals the total of her sales--less the amount that was in the cash box to start.)

6. When the cash checks, the Head of the Outlet Store will fill in a deposit ticket. She will give the deposit ticket and the cash to the Head Accountant. (The Head Accountant will make the actual deposit with other money received that day by the Patriot Company.)

7. The total amount of cash received each day will be recorded in a cash book, which is kept by the Head of the Outlet Store.

8. The Head of the Outlet Store will keep a running account of the inventory in the Outlet Store. Each Tuesday and Thursday she will send a form to the Inventory Clerk showing the amount of Inventory on hand.

9. The amount of inventory will be replenished weekly by the Inventory Clerk.

10. The Head of the Outlet Store will help with typing when she is needed.

11. The Head of the Outlet Store will help with duplicating when she is needed.

12. Fill in form daily showing what you have done for the day.

HEAD OF OUTLET STORE
(Continued)

Supplies	Equipment	Forms Used
Pens and Pencils	Adding Machine	Sales Tickets
Carbon Paper	Desk - Chair	Deposit Tickets
Correct Type	Inventory File	Inventory Cards
Correction Fluid	Cash Box	Cash Book
Money	In and Out Basket	Tax Table

SALES MANAGER

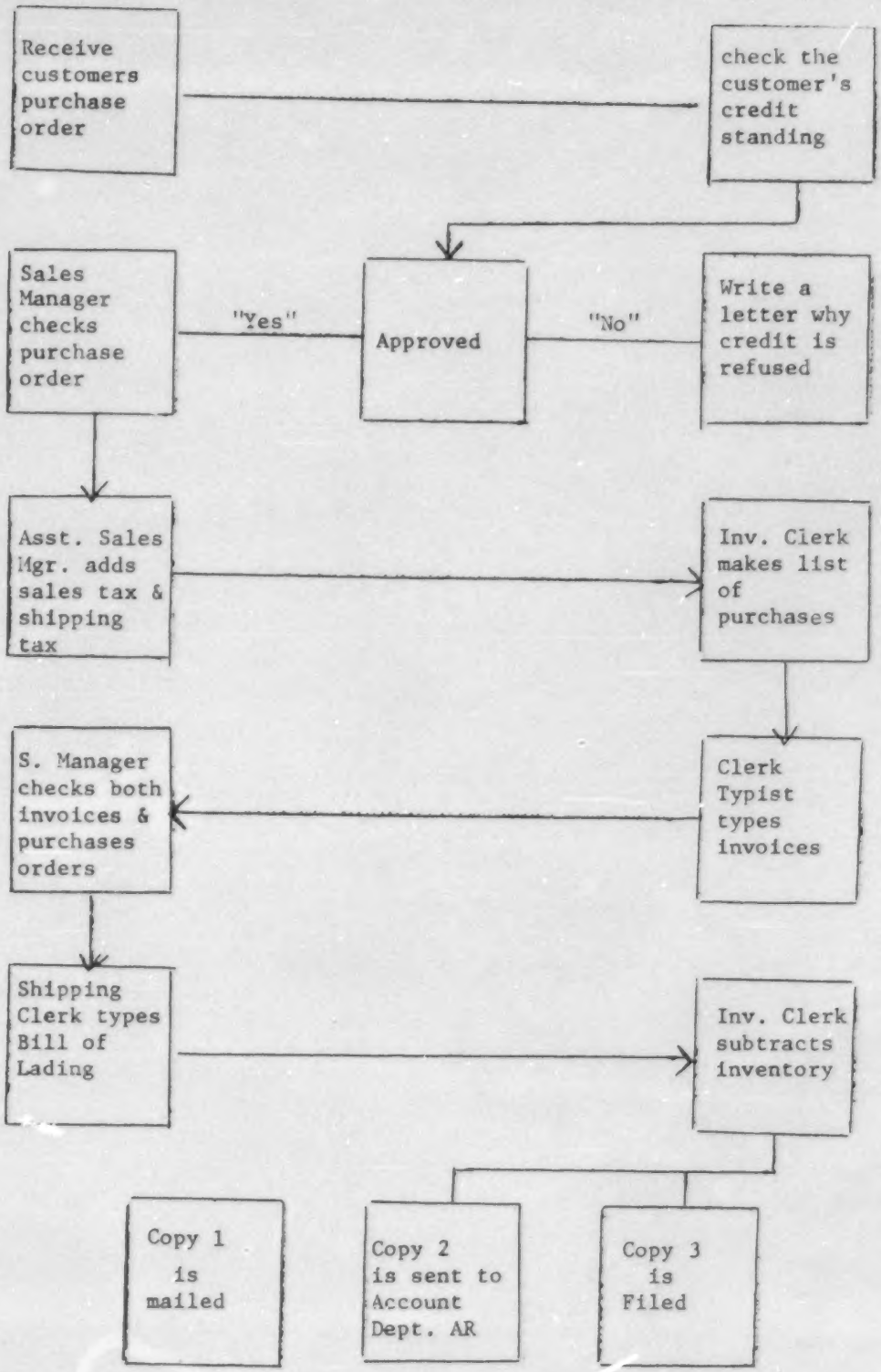
It is the responsibility of the Sales Manager to promote sales in the Company. The Sales Department must function adequately in order for the Company to be successful. The person in charge of the department should be capable of organizing and coordinating people and work.

DUTIES OF THE JOB

1. Supervise office workers and salesmen in the Sales Department and see that procedures are used for an even flow of work.
2. See that sales are made at a reasonable gross profit, orders filled promptly, sales charged to customers and collected for, and that merchandise is kept in stock to sell.
3. Keep expenditures of the Sales Department at a reasonable amount.
4. Promote an advertising program for the company.
5. Check and approve credit for all customers.
6. Check the calculations on all Purchase Orders that come into the Company.
7. Evaluate the members of the Sales Department weekly.
8. Hold a weekly staff meeting with the salesmen of the Company.
9. Check all forms going out of the Sales Department.
10. Check salesmen expense reports.
11. Take orders from customers over the telephone.
12. Write sales letters.

Supplies	Equipment	Forms Used
Sales Catalog	Desk and Chair	Customer Credit Application
Pens and Pencils	Telephone	Current Price List
Pending Folder	File	Letterhead
Scratch Pads	Desk Calendar	Envelopes
Paper Clips	Calculator	Evaluation Forms
Stapler and Staples	Dictating Machine	Purchase Orders
Ruler, Scissors		

CUSTOMER'S ORDERS


Receive customers purchase order
check the customer's credit standing
Sales Manager checks purchase order
"Yes"
Approved
"No"
Write a letter why credit is refused
Asst. Sales Mgr. adds sales tax & shipping tax
Inv. Clerk makes list of purchases
S. Manager checks both invoices & purchases orders
Clerk Typist types invoices
Shipping Clerk types Bill of Lading
Inv. Clerk subtracts inventory
Copy 1 is mailed
Copy 2 is sent to Account Dept. AR
Copy 3 is Filed

NATIONAL'S QUICKI™ PURCHASE ORDER

FOLD AT (—) FOR WINDOW ENVELOPE

NB 4305

PURCHASE ORDER No. 1

Dewell Dealers
2 Richland Drive
Des Moines, Iowa 50317

DATE April 19, 1974

HOW SHIP Powell Truck Lines

REQUIRED May 10, 1974

TERMS 2/10, net 30

TO The Patriot Company
2500 Barrow Road
Little Rock, AR 72204

SHIP TO Same

QUANTITY	STOCK NUMBER—DESCRIPTION	PRICE	UNIT	AMOUNT
1	Postage Meter Mailing Machine - Model 5460	300 00	1	$300 00
1	Dictating Unit (Patco) - Model 211	450 00	1	450 00
	Total			$750 00

The Receptionist-Mail Clerk receives all Purchase Orders that are sent through the mail. After stamping the date received on the Purchase Order, it is sent to the Sales Manager. The Sales Manager checks the Credit Limit of the Customer. If the credit of the Customer is in order, the Purchase Order is sent to the Assistant Sales Manager to add Shipping Charges and Sales Tax. If not, a letter is written to the Customer by the Sales Manager.

IMPORTANT

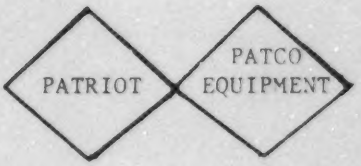
ALWAYS SHOW OUR ORDER NUMBER ON SHIPMENTS OR CORRESPONDENCE. ADVISE IF UNABLE TO MEET REQUIRED DATE.

BY Mary Brown

NATIONAL SNAP-A-PART 47-013 MADE IN U.S.A.

ORIGINAL

PATRIOT COMPANY Phyllis Smith, President
2500 Barrow Road
Phone (501) 225-6440
Little Rock, AR 72204



Dear Customer:

This is a reminder that you have exceeded your credit limit. To maintain your good credit standing with the Patriot Company, it is necessary that you pay the sum owed to balance your account which amounts to $

If you feel that your credit limit is not satisfactory for the needs of your company, you may apply for a larger credit limit. You may apply for this in the Sales Department by making an appointment with the Sales Manager or the Assistant Sales Manager.

We hope you will take immediate action to balance your account. Thank you for your cooperation.

Cordially yours,

THE PATRIOT COMPANY

Vicki Hall
Sales Manager

All types of letters are typed on Patriot Company letterhead. Advertising and sales letters are a very important part of the Patriot Company.

ASSISTANT SALES MANAGER

It is the responsibility of the Assistant Sales Manager to assist the Sales Manager in every way possible to help make the company a success. It is also his or her responsibility to be in charge of advertising for the company. The Assistant Sales Manager will be in charge of the sales from the floor. He will also assist the Sales Manager with handling complaints, new credit applicants, and answering letters.

The Assistant Sales Manager receives the customer purchase orders from the Sales Manager after he has verified the unit price and the price extensions. The Assistant Sales Manager figures and records the shipping charges and the sales tax and then totals the customer purchase orders. He then sends the purchase order to the inventory clerk.

DUTIES OF THE JOB

1. Assists the Sales Manager with all routine duties.
2. Handles the advertising for the company.
3. Handles all sales from the floor.
4. Figures and records the shipping charges.
5. Figures and records the sales tax.
6. Totals the purchase orders after the shipping charges and sales tax have been added to the order.
7. Sends the purchase orders to the inventory clerk.
8. Helps with typewriting that needs to be done in the department.
9. Assists the Advertising Secretary in keeping a bulletin board featuring new items sold by the company.

Supplies	Equipment	Forms Used
Sales Book	Calculator	Sales Book
Pen - Pencil	Desk - Chair	Catalog
Magic Markers for Signs	File Basket	Shipping Weights Chart
		Sales Tax Chart
		Letterhead
		Envelopes

NATIONAL'S QUICKI® / PURCHASE ORDER

FOLD AT (—) FOR WINDOW ENVELOPE

NB 4385

PURCHASE ORDER No. 1

DATE April 19, 1974

HOW SHIP Powell Truck Lines

REQUIRED May 10, 1974

TERMS 2/10, net 30

Dowell Dealers
2 Richland Drive
Des Moines, Iowa 50317

TO The Patriot Company
2500 Barrow Road
Little Rock, AR 72204

SHIP TO Same

QUANTITY	STOCK NUMBER—DESCRIPTION	PRICE	UNIT	AMOUNT
1	Postage Meter Mailing Machine - Model 5460	300 00	1	$300 00
1	Dictating Unit (Patco) - Model 211	450 00	1	450 00
	Total			$750 00
	Shipping Charges			3 50
	Sales Tax			22 50
	Total			$776 00

The Assistant Sales Manager receives the Purchase Order from the Sales Manager. He or she adds the Shipping Charge (10 cents per pound) and Sales Tax (3 percent). Takes total.

IMPORTANT

ALWAYS SHOW OUR ORDER NUMBER ON SHIPMENTS OR CORRESPONDENCE. ADVISE IF UNABLE TO MEET REQUIRED DATE.

Mary Brown
BY

NATIONAL / SNAP-A-PART 47-013 MADE IN U.S.A.

ORIGINAL

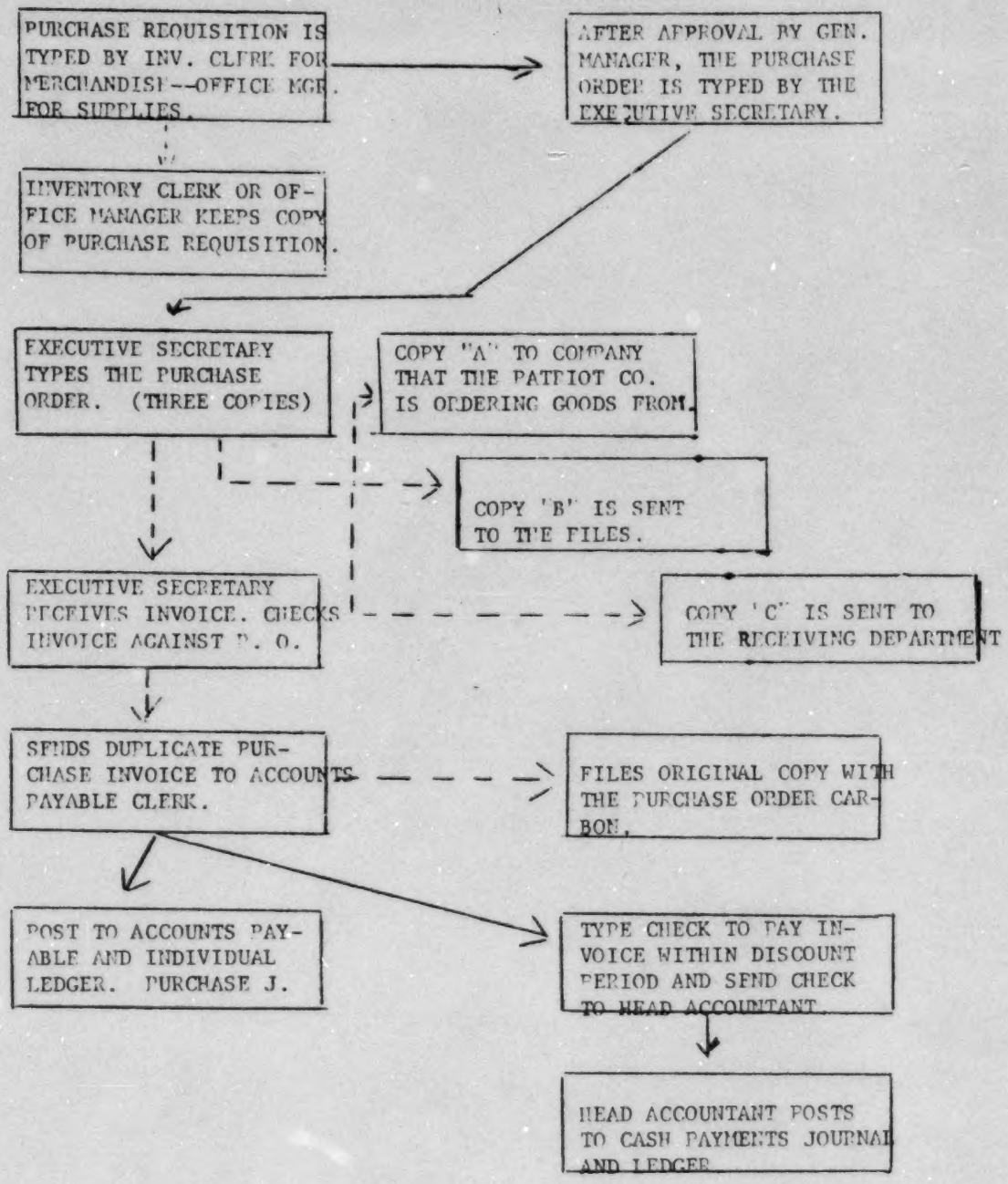
INVENTORY CLERK

The Inventory Clerk will maintain all records of purchases and sales in order to keep complete records of stock and prepare inventory control records, daily and monthly. She keeps the back order files up to date. She prepares Purchase Requisitions to replenish stock.

1. Receives incoming purchase orders from the Assistant Sales Manager.
2. Records information from Purchase Order on Order Received Record Sheet.
3. Records items ordered by customer on Daily Inventory Tally Sheet.
4. Pass incoming Purchase Order to Clerk-Typist to type Invoice.
5. Receives incoming Purchase Order, copy of Invoice, and copy of Bill of Lading from Shipping Clerk. Check off items that have been shipped on Daily Inventory Tally Sheet.
6. Give this material (Purchase Order, Invoice, and Bill of Lading) to File Clerk to file.
7. Record on Stock Card from total of Daily Inventory Tally Sheet.
8. Fill out Purchase Requisition to replenish stock when necessary and send to General Manager for signature. (This is done when the inventory gets below the reorder point. You only order enough to make the inventory up to the Maximum amount.)
9. File a copy of signed Purchase Order when it is returned.
10. Hold orders from Shipping Clerk when there is a back order and file in Back Order File.
11. Keep a separate file for back orders.

Supplies	Equipment	Forms Used
Folders	Desk - Chair	Stock Record Cards
Pencils and Pens	Typewriter	Purchase Requisitions
Carbon Paper	Adding Machine	Orders Received Record
Paper Clips	Stapler	Daily Inventory Tally
Staples	File Box	

PURCHASE REQUISITIONS
PURCHASE ORDERS TO CREDITORS
PAYMENT OF ACCOUNTS PAYABLE ACCTS.


PURCHASE REQUISITION IS TYPED BY INV. CLERK FOR MERCHANDISE--OFFICE MGR. FOR SUPPLIES.
AFTER APPROVAL BY GEN. MANAGER, THE PURCHASE ORDER IS TYPED BY THE EXECUTIVE SECRETARY.
INVENTORY CLERK OR OFFICE MANAGER KEEPS COPY OF PURCHASE REQUISITION.
EXECUTIVE SECRETARY TYPES THE PURCHASE ORDER. (THREE COPIES)
COPY "A" TO COMPANY THAT THE PATRIOT CO. IS ORDERING GOODS FROM.
COPY 'B' IS SENT TO THE FILES.
EXECUTIVE SECRETARY RECEIVES INVOICE. CHECKS INVOICE AGAINST P. O.
COPY 'C' IS SENT TO THE RECEIVING DEPARTMENT
SENDS DUPLICATE PURCHASE INVOICE TO ACCOUNTS PAYABLE CLERK.
FILES ORIGINAL COPY WITH THE PURCHASE ORDER CARBON.
POST TO ACCOUNTS PAYABLE AND INDIVIDUAL LEDGER. PURCHASE J.
TYPE CHECK TO PAY INVOICE WITHIN DISCOUNT PERIOD AND SEND CHECK TO HEAD ACCOUNTANT.
HEAD ACCOUNTANT POSTS TO CASH PAYMENTS JOURNAL AND LEDGER

STOCK RECORD

DATE	IN	OUT	BAL	DATE	IN	OUT	BAL	DATE	IN	OUT	BAL	DATE	IN	OUT	BAL
			50												
3/22		5	45												
3/23		6	39												
4/ 5		10	29												
4/ 7		5	24												
4/10	25		49												
4/11		10	39												

The Inventory Clerk keeps a balance of merchandise on hand at all times. When the balance gets down to the minimum, the Inventory Clerk should type a Purchase Requisition and send to the General Manager. The General Manager will have the Executive Secretary type a Purchase Order to order more goods. When the goods are received, the balance of goods received will be added to the balance on hand.

NAME Model 271 Dictating Unit (A-101) $400.00

MAX 50 MIN 25

PATRIOT COMPANY Phyllis Smith, President
2500 Barrow Road
Phone (501) 225-6440
Little Rock, AR 72204

PATRIOT PATCO EQUIPMENT

REQUISITION

Requested by Carol Jennings Job Title Inventory Clerk Branch No. 1

Department Sales Supervisor Claudia Watson

QUANTITY	STOCK NO.	DESCRIPTION	
10	A-101	Model 271 Dictating Unit	$400.00
10	B-101	Model 272 Transcribing Machine Unit	375.00
5	B-102	Model 212 Transcribing Unit	375.00
5	C-101	Model 225 Message Recorder	500.00
20	F-101	Model 224 Cordless Dictating Unit	200.00
10	G-101	"Electro" Electric Typewriters	500.00

Date delivered _____ Received by _____

The Inventory Clerk keeps an Inventory Card for each item sold by the Patriot Company. When inventory goes below the reorder point, a Purchase Requisition must be typed and sent to the General Manager for approval for reordering. When approval is given, the Executive Secretary types a Purchase Order to mail to the creditor. The Inventory Clerk can only requisition for enough items to make the inventory up to the maximum.

CLERK-TYPIST

Types invoices, letters, memorandums, reports, and duplicating masters as needed in the office. The Clerk-Typist may be assigned other duties as necessary to speed work flow within the office.

The Clerk-Typist may be required to complete a proficiency test (speed and accuracy) periodically for evaluation by the supervisor. The supervisor will also keep a record of work done and the quality of the work.

The Invoices create the "image" of typewritten work from the Patriot Company; therefore, they must be typed perfect.

DUTIES OF THE JOB

1. Receives the Purchase Orders from the Inventory Clerk.
2. Types the Invoice with the original and two copies.
3. The Invoice and two copies are sent to the Shipping Clerk.
4. Keeps a record of Invoices typed on a form known as Report of Invoices Mailed.
5. Does other typing as requested in the Sales Department.

Supplies	Equipment	Forms Used
Eraser	Desk and Chair	Invoices
Correct-Type	Typewriter	Report of Invoices Mailed
Paper Clips	Ten-Key Adding Machine	
	Letter File	

NATIONAL'S QUICKI® / INVOICE

SOLD AT (—) FOR WINDOW ENVELOPE

NB 0084

INVOICE

The Patriot Company
2500 Barrow Road
Little Rock, AR 72204

NO. 500

DATE April 25 19 74

CUSTOMER'S ORDER NO. 1

SOLD TO Dewell Dealers
2 Richland Drive
Des Moines, Iowa 50317

SHIP TO Same

SOLD BY	CASH	C. O. D.	CHARGE	ON ACCT.	MDSE. RETD.	PAID OUT
				X		

QUAN.	DESCRIPTION	PRICE	AMOUNT
1	Postage Meter Mailing Machine - Model 5460 - R-101	300	$300 00
1	Dictating Unit (Patco) - Model 211 - A-102	450	450 00
	Total		$750 00
	Shipping Charges		3 50
	Sales Tax		22 50
	Total		$776 00

Invoice is typed from Purchase Order. Check all computations. After the Invoice is typed, it is sent to the Shipping Clerk to type the Bill of Lading.

ALL claims and returned goods MUST be accompanied by this bill.

NATIONAL / SNAP-A-PART 47-113 MADE IN U. S. A.

Received by Sue Jones

ORIGINAL

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SHIPPING CLERK

Customer satisfaction is the commodity that keeps any business in operation. When a customer sends in an order, he needs the order then, not later. For that reason, The Shipping Clerk has a very important function in keeping the company in operation and in showing a profit on the profit and loss statement.

It shall be, therefore, the duty of the Shipping Clerk to send the orders out as efficiently as possible and at the least cost.

The Shipping Clerk may occasionally be requested to assist in other functions of the office.

DUTIES OF THE JOB

1. Receives one copy of the customer purchase order and three copies of the sales invoice from the Clerk-Typist.

2. Types the Bill of Lading from the above mentioned customer purchase order and sales invoice.

3. Keeps a record of merchandise shipped and invoices mailed on a Report of Invoices Mailed.

4. Sends one copy of the purchase order, one copy of the sales invoice, and one copy of the shipping order to the Inventory Clerk for inventory control and file records.

5. Sends one copy (pink) of the sales invoice to the Accounting Department for accounts receivable records.

6. Enclose the original copy of the Bill of Lading with the shipment to the customer.

7. File one copy of the Bill of Lading.

8. Send the original copy of the Sales Invoice and one carbon of the Bill of Lading to the Receptionist (Mail Clerk) for mailing.

9. Check the incoming company purchases against the packing slips (vendor shipping order) as the merchandise arrives at your warehouse; send this packing slip to the Inventory Clerk. Prepare two copies of the Receiving Report Form. Send one copy to the Inventory Clerk; file one copy in your files.

Supplies	Equipment	Forms Used
Carbon Paper	Adding or Calculating Machine	Bill of Ladings
Typewriting Eraser	Typewriter	Receiving Reports
Pens and Pencils	Desk - Chair	Record of Invoices Mailed
Stapler-Staples	In and Out Basket	

NATIONAL'S QUICKI® BILL OF LADING

NB 5085

STRAIGHT BILL OF LADING — SHORT FORM — ORIGINAL — Not Negotiable

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading

Carrier's No. 160

Missouri Pacific Railroad (Name Of Carrier) Shipper's No. 188

From The Patriot Company
At 2500 Barrow Road
Little Rock, Arkansas 72206

April 2, 1974

the property described below, in apparent good order, except as noted (contents and conditions of packages unknown), marked, consigned, and destined as indicated below, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its route, otherwise to deliver to another carrier on the route to said destination. It is agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Official, Southern, Western and Illinois Freight Classifications in effect on the date hereof, if this is a rail or a rail-water shipment, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment. Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, set forth in the classification or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

Consigned to Davenport Calculator Company

Destination Finger State Tenn. County Red Delivery Address ★ 15 Water Road
(Mail or street address of consignee. For purposes of notification only)
(*To be filled in only when shipper desires and governing tariffs provide for delivery thereat)

Route MoPac to Memphis - Rock Island to Finder

Delivering Carrier Missouri Pacific Railroad Car or Vehicle Initials ABC No. 2037

No. Packages	Kind of Package, Description of Articles, Special Marks, and Exceptions	*Weight (Subject to Correction)	Class or Rate	Check Column
1	Model 225 Message Recorder - C101	24 lbs.		
1	Model C-3227 Electronic Display Calculator G104	26 lbs.		
1	Model 12D Comptometer - M101	11 lbs.		
2	Model 12TDL Comptograph M102	16 lbs.		

Subject to Section 7 of Conditions of applicable bill of lading, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement:
The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

(Signature of consignor)

If charges are to be prepaid, write or stamp here, "To be Prepaid."

Received $ to apply in prepayment of the charges on the property described hereon.

Agent or cashier

Per (The signature here acknowledges only the amount prepaid.)

Charges advanced: $

Collect On Delivery $ and remit to The Patriot Company

C. O. D. Charge to be paid by: Shipper ☐ Consignee ☐

*Shipper's imprint in lieu of stamp, not a part of bill of lading approved by the Interstate Commerce Commission.

*If the shipment moves between two ports by a carrier by water, the law requires that the bill of lading shall state whether it is "carrier's or shipper's weight."
NOTE—Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property.
The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding

Per

The Fibre Boxes used for this shipment conform to the specifications set forth in the box maker's certificate thereon, and all other requirements of Consolidated Freight Classification.

The Patriot Company Shipper, Per

Agent, Per

Permanent postoffice address of shipper, 2500 Barrow Road, Little Rock, AR

NATIONAL SNAP-A-PART 47-413 MADE IN U.S.A.

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ADVERTISING SECRETARY

The Advertising Secretary is the secretary for the Sales Department. She will work under the Sales Manager and the Assistant Sales Manager, and she will help in any way that she can to make the Sales Department function in a smooth manner. Her main job will be to prepare advertising layout, type letters and reports, and file for the department.

DUTIES OF THE JOB

1. Prepare Advertising Layout - Draw on stencils to be mailed to prospective customers. One new copy must be prepared a week. At least 50 copies must be prepared.

2. Take dictation from the dictating machine or by using shorthand from the Sales Manager or the Assistant Sales Manager.

3. Type letters to customers refusing credit because they are over the credit limit or because they have not paid their bill. Another reason might be because they are not a good credit risk.

4. Type letters to prospective schools encouraging them to buy new equipment for the Business Education Departments of their school or college.

5. Maintain a file box with addresses of schools and colleges. Start with 50 schools. Add 10 schools to file every week.

6. Mail advertising layouts to any prospective customers--corporations, large department stores, lawyers, insurance firms, banks, etc.

7. Type letters to prospective banks selling them new equipment.

8. Prepare the sales bulletin board.

9. Prepare the Sales Catalog. Keep it current.

Supplies	Equipment	Forms Used
Letterhead	Typewriter	Sales Catalog
Carbon Paper	Desk and Chair	Patriot Letterhead
Onion Skin Paper	Transcribing Machine	Patriot Envelopes
Eraser or Correct Type	File Box	
Stencils	Mimescope	
Stenographer Pad	Stylus	
File Cards (3 by 5)		
Envelopes		

SIMULATORS

YOU are the most important part of the Simulation because you represent the outside world. It will be your responsibility to keep the work flow moving steadily at all times.

DUTIES OF THE JOB

1. You will act as the bank. You will cash all checks and handle all deposits.

2. You will act as mailman. You will bring in all mail to the Receptionist, and you will pick up all mail from the mailbox.

3. You should normally deliver about ten pieces of mail at a time. However, watch the workers, and you must be sure that they have enough to keep them busy.

4. Prepare enough mail for the day's activities. You are responsible for making the 20-30 Purchase Orders that are sent in each day. You will write checks to pay bills. You will type business letters to be sent into the company. You will prepare statements and invoices to be sent into the company. You will prepare the salesmen's expense reports.

5. Act out the script every day. You must write a script for each day's work. The President will provide some scripts for you and some mail.

6. When deposits are received, be sure they are correct. If so, deposit money in the bank. If not, write a letter or call to correct the error.

7. Be sure all amounts are correct on all forms. Remember, you have a carbon copy of every form sent through the mail. Be sure you check all amounts.

8. You are to make all telephone calls. You are the outside world. Keep the switchboard busy. Many transactions will take place on the phone.

9. Send in customers to the office.

10. Make things happen. Get students, teachers, parents, administrators, etc. to play roles.

11. Turn in a Simulator's Report every day to the President of the Company.

Supplies	Equipment	Forms Used
Typing Eraser	Typewriter	Purchase Orders
Correct Type	Desk - Chair	Invoices
Pens - Pencils	Calculator	Checkbook
Carbon Paper	Telephone	Statements
File Folders	In and Out Basket	Expense Reports
Labels	Filing Cabinets	Evaluation Forms
Money	Cash Box	Letterhead

THE PATRIOT COMPANY

PATCO EQUIPMENT

CAT. NO.	ITEMS	WEIGHT	PRICE
A-101	Model 271 Dictating Unit (Patco)	12 lbs.	400
A-102	Model 211 Dictating Unit (Patco)	13 lbs.	450
A-103	Model 272 Executary Transcribing Unit	9 lbs.	495
A-104	Ten-Key Adding Machine (Patco)	15 lbs.	200
A-105	Executary Combination Unit (Patco)	12 lbs.	400
B-101	Model 272 Transcribing Unit (Patco)	10 lbs.	375
B-102	Model 212 Transcribing Unit (Patco)	10 lbs.	375
C-101	Model 225 Message Recorder (Patco)	24 lbs.	500
D-101	Model 221 PBX Dictation System (Patco)	27 lbs.	600
F-101	Model 224 Cordless Dictating Unit	28 lbs.	200
F-102	"Selecto" Electric Typewriter (Patco)	20 lbs.	370
G-101	"Electo" Electric Typewriter (Patco)	25 lbs.	500
G-102	Electronic Calculator Model 18 (Patco)	15 lbs.	550
G-103	Custom Deluxe Automatic Printing Calculator (Patco) Model 75-85-84	24 lbs.	250
G-104	Electronic Display Calculator (Patco) Model C-3227	26 lbs.	700
H-101	Electronic Calculator Model 19 (Patco)	18 lbs.	750
H-102	Carbon Ribbons (Lots of Six)	3 lbs.	12
H-103	Nylon Ribbons (Lots of Six)	2 lbs.	8
H-104	Patco Magnetic Tape (Selecto) Typewriter	25 lbs.	1,500
H-105	Magnetic Tape Cartridge (Lots of 24)	4 lbs.	23
J-101	Patco Composer Typewriter	20 lbs.	1,000
K-101	Model 1 Copier (Patco)	665 lbs.	1,500
K-102	Executive Typewriter (Patco)	30 lbs.	800

THE PATRIOT COMPANY

PATCO EQUIPMENT

CAT. NO.	ITEMS	WEIGHT	PRICE
L-101	Mag Card "Selectric" Typewriter	20 lbs.	1,500
L-102	"Selectric" Mag Card* (per package)	2 lbs.	**
L-103	Mag Card Folders* (per box)	3 lbs.	**
M-101	Model 12D Comptometer (Patco)	11 lbs.	400
M-102	Model 12TDL Comptograph (Patco)	16 lbs.	550
N-101	Dictaphone Telecord Telephone System	15 lbs.	500
N-102	Electrosuma 20 (Patco)	20 lbs.	295
N-103	Model 466B403 Accounting Machine	30 lbs.	650
O-101	Double Pedestal Desk (33076P)	330 lbs.	187.50
O-102	Work Center Desk (L-Shaped-7421A)	267 lbs.	320.00
O-103	Double Pedestal Desk (33853P)	180 lbs.	187.50
O-104	Table Desk (33825P)	105 lbs.	131.25
O-105	Double Pedestal Desk (8950P)	227 lbs.	200.00
P-101	Executive Posture Chair (C4218)	50 lbs.	152.75
P-102	Secretarial Flexback Chair (C4277)	37 lbs.	55.25
P-103	Side Arm Standard Chair (C4246)	41 lbs.	66.75
P-104	Executive Swivel Chair	45 lbs.	117.50
P-105	Swivel Arm Chair (S48B)	43 lbs.	139.25
Q-101	Glass door Bookcase (S4520-9)	70 lbs.	100.50
Q-102	Open Front Bookcase (S30A)	42 lbs.	43.25
R-101	Postage Meter Mailing Machine (Patco) Model 5460	22 lbs.	300.00
R-102	Selectric II Typewriter (Patco)	25 lbs.	750.00
S-101	Unifile (38DU)	80 lbs.	84.25
S-102	Four-Drawer Letter File (214)	140 lbs.	94.75
S-103	Three-Drawer Letter File (413)	97 lbs.	61.75

THE PATRIOT COMPANY

PATCO EQUIPMENT

*Comes in Quantities of:	Price (Per Package)
1-3	31.00
4-9	25.00
10-29	23.75
30-99	22.50
100-299	21.25
300-499	20.25
500-Over	19.25

Folders:*

Quantity	
1-2	12.50
3-Over	11.00

CUSTOMERS OF THE PATRIOT COMPANY

The Taber Agencies 3012 Fordland Street, St. Louis, Missouri 65652	$1,900.00
Young's Printing Company 92 Hart Avenue, Las Vegas, Nevada 89106	325.00
Longinotti Enterprises 421 Liberty Lane, Manchester, New Hampshire 13103	1,000.00
Moore Industry, Incorporated 191 Hay Avenue, Newark, New Jersey 07110	400.00
Williams Insurance Agency of Arkansas 219 South Road, Little Rock, Arkansas 72205	525.50
Jan Wycoff Manufacturing Company 32 Dexter Street, Hartford Connecticut 06106	314.70
Pendergrass & Associates 872 Lyons Avenue, Albany, New York 12205	100.00
Wingfield Bank & Trust Company 99 Park Avenue, New York, New York 10016	200.00
The Elaine Roberts Company 1699 Lee Road, Cleveland, Ohio 44118	1,200.00
McCormack & McCormack 1599 43rd West Avenue Street, Tulsa, Oklahoma 74127	525.50
Weise, Cheek, Weise, Ltd. 397 Hope Avenue, Warwich, Rhode Island 02889	451.00
Vaughan State Bank 312 North Street, Vaughan, Texas 75231	500.00
Shipe Realty Company 241 Cain Street, Dallas, Texas 75211	2,000.00
Marsh Incorporated 1099 Second Avenue, Seattle, Washington 08104	1,500.00
The Chrouch Company 100 59th Street, Milwaukee, Wisconsin 53213	2,300.00
Freeman Supply Center 512 Mayflower Avenue, Chicopee, Massachusetts 01013	350.00
Suzie's Place 321 Manor Lane, Columbus, Ohio 43221	400.65
Goodnight Manufacturing Company 9210 Shawmont Avenue, Philadelphia, Pennsylvania 19128	350.00

CUSTOMERS OF THE PATRIOT COMPANY

Marcia's Communications Service 1070 Central Avenue, Memphis, Tennessee 38104	950.00
Wilson Sporting Goods, Incorporated 12 Charlton Drive, Austin, Texas 78723	218.56
Hendrix Stationers 789 Des Moines Avenue, Portsmouth, Virginia 23704	415.75
Toland Public School System 1321 Riviera Street, Greenville, South Carolina 23456	316.78
Simpson Mart 294 Cornwall Street, Savannah, Georgia 31401	221.69
Johnston Incorporated 2936 Plaza Drive, Baltimore, Maryland 21515	310.47
The Munday Company 102 Main Street, Little Rock, Arkansas 72201	950.00
Watson Incorporated 419 Rochester, Houston, Texas 77015	481.00
Byrd & Associates 1800 78th Place West, Los Angeles, California 90047	59.98
Karaffa & Karaffa 189 Morris Lane, Miami, Florida 33133	225.00
Dowell Dealers 2 Richland Drive, Des Moines, Iowa 50317	302.45
Day, Incorporated 643 Avon Avenue, Lexington, Kentucky 50505	489.40
The Sullenger Company 729 Canal Boulevard, New Orleans, Louisiana 70124	189.57
Morehead Supply Center 340 Rock Hill Lane, Springfield, Massachusetts 01118	175.00
Sewell Department Stores 16 Wagner Street, Pontiac, Michigan 48053	905.40
The Bogard Shop 1000 Woodcrest Road, St. Paul, Minnesota 55110	341.50
Big Mac Company 3000 South University, Benton, Arkansas 71513	1,500.00
Wilson Paint Equipment 325 North Pine, Benton, Arkansas 71513	900.00

CUSTOMERS OF THE PATRIOT COMPANY

Secretaries Associates 500 North Maple, Little Rock, Arkansas 72203	$ 57.50
McJunkin Photography 3570 West 13th Street, Little Rock, Arkansas 72204	260.00
The Mattax Machine Manufacturers 1501 South Marchant, Little Rock, Arkansas 72204	550.00
Rush, Randall, & Michaels, Inc. Tower Building, Little Rock, Arkansas 72201	290.00
The Ray Rental Service 1501 Evergreen Street, Little Rock, Arkansas 72205	250.00
Torres & Scott Associates 1531 West Markham Street, Little Rock, Arkansas 72204	230.00
Ward Supply Company 87 Green Street, Little Rock, Arkansas 72207	50.00
Ebbs & Eberhardt 2501 Everest Street, Emmet, Arkansas 71835	150.00
Roland's Rolling Parts 15 Rolling Avenue, Crab Orchard, Tennessee 37723	300.00
Davenport Calculator Company 15 Water Road, Finger, Tennessee 38334	423.00
May Construction Company 2101 Rodney Parham Road, Little Rock, Arkansas 72205	1,500.00
House & Randall, Inc. 700 Hamilton Drive, Baton Rouge, Louisiana 70808	425.00
Nelson's Inventory Service 17 Rodney Parham Road, Little Rock, Arkansas 72205	900.00
Gaddie, Moss, & Withers 270 Bagley, Los Angeles, California 92201	150.00
Johnson's Warehouse 201 Chickawaw Road, Hickman, Tennessee 38567	25.50
Steel & Associates 415 Sheldon, Dallas, Texas 75211	12.75
The International Parts Factory 88 Waterford Road, Pine Bluff, Arkansas 75634	75.00
Pritchard, Hudson & Associates 5100 Brentwood Road, Denton, Texas 76201	1,200.00

CUSTOMERS OF THE PATRIOT COMPANY

Williams & Hall, Inc. 3 Ashwood Lane, Baton Rouge, Louisiana 70809	$ 200.50
Robinson, Higgins & Associates 7777 Bucky Road, Boston, Massachusetts 02130	1,500.00
Cunningham & Wilson, Inc. 7101 University Avenue, Jonesboro, Arkansas 73055	1,900.00
Talk-A-Lot Telephone Company 2112 Washington Avenue, Detroit, Michigan 42631	2,000.00
Pak Gas Company 1215 Gasoline Street, Kalleene, Texas 72225	1,550.75
Sunshine Light Company 1616 Rodney Avenue, Kansas City, Kansas 22021	2,500.00
Washington Enterprise 452 East 25th Street, Memphis, Tennessee 60609	10,000.00
Hill & Steele Corporation 2222 West 65th Street, Little Rock, Arkansas 72209	1,222.46
Tri-Color, Inc. 4513 North Maple, New Jersey, New Jersey 02204	12,000.50
Hipperster Vanity Shop 389 South Winston Road, Gary, Indiana 45906	10,500.00

CREDITORS OF THE PATRIOT COMPANY

Fountainbleau Inc. 10905 West Markham, Little Rock, Arkansas 72207	$1,900.00
Con-Ark Builders 612 Garland, Conway, Arkansas 72014	46.00
B. L. Moore Company 8123 West 40th Street, Little Rock, Arkansas 72204	100.00
The Coffey Company 11 Fairpoint, St. Louis, Missouri 51513	200.00
Worsham and Associates 145 South Ocean, Phoenix, Arizona 41513	100.00
The B. Sanders Company 6543 Pine Street, Oceanside, California 99883	150.00
Goldberg, Goldberg, Goldberg 345 Orange Street, Fort Worth, Texas 78434	200.00
The Daniels Company 13 Beverly Hills Drive, Little Rock, Arkansas 72209	280.00
J. McCormack, Inc. 14 South Edge, Atlanta, Georgia 31415	100.00
Barlow & Associates 221 West Third Street, Fort Smith, Arkansas 70703	354.00
Bowen and Bowen 3456 South Road, Tampa, Florida 14517	645.00
The Pat Morrison Company 33 George Avenue, New Orleans, Louisiana 51517	100.00
White and White, Inc. 256 Hill Road, Lexington, Kentucky 40505	345.00
The Beverly Schoemaker Company 2345 Green Street, Memphis, Tennessee 38104	100.00
DeGinther and Company 8765 Red Road, San Francisco, California 91513	100.00
Thomas and Chrestman, Inc. 567 Brown Street, Little Rock, Arkansas 72206	300.00
Barnes and Renuard Company 5674 Clover Road, Little Rock, Arkansas 72201	300.00

CREDITORS OF THE PATRIOT COMPANY

Eason Manufacturing Company, Inc. 2004 South Pine, Little Rock, Arkansas 72203	$3,679.34
Richard E. Cross Investments 3098 Rivercliff Road, Little Rock, Arkansas 72201	1,480.78
Butler & Fought Company 7803 West Coffer Lane, Little Rock, Arkansas 72204	578.01
Byars W. Randall Interiors 1915 North Pierce, Little Rock, Arkansas 72206	890.79
Cabot Quarries, Inc. 3214 Sherman Avenue, Dallas, Texas 45078	2,904.27
Boyd Haco, Inc. 7290 Hill Road, St. Louis, Missouri 89302	4,350.20
Newbill Furniture Company 110 South Market, New York City, New York 01583	1,900.00
Jimmy Miller Insurance Agency 6511 Wakefield Drive, Little Rock, Arkansas 72203	790.45
Millikin Collection Agency 1410 East Ninth Street, Dallas, Texas 90459	90.89
Jeffrey Stone Company 1522 West 21st Street, Little Rock, Arkansas 72204	2,902.00
James Brothers 1111 Parker, Kansas City, Kansas 89301	320.00
Brooks & Curry 1218 West Third, Omaha, Nebraska 30021	89.45
Justin Matthews Company 227 Laura Drive, Little Rock, Arkansas 72202	79.23
Needler Manufacturing Shop 1216 West Second, Jonesboro, Arkansas 72078	45.68
New American Investments, Inc. National Old Line Building, Little Rock, Arkansas 72201	23.90
The Wash Hale Company 3525 John F. Kennedy, North Little Rock, Arkansas 72221	60.00
National Travelers, Inc. 302 West 51st Street, North Little Rock, Arkansas 72221	57.00
Graham Blue Print Company 805 West Second Street, Dallas, Texas 90338	60.05

CREDITORS OF THE PATRIOT COMPANY

The Paxton Company 446 Cedar Lane, San Francisco, California 91514	200.00
Ham and Associates 789 Ridge Road, Tulsa, Oklahoma 74127	300.00
Daniels and Daniels, Inc. 7891 Pleasant Valley, North Little Rock, Arkansas 72221	550.00

THE PATRIOT COMPANY
Evaluation Form

Employee_____ Position_____ Date_____

Please check one under each number and give a general comment regarding the student's performance.

		POINTS
1.	PERSONAL APPEARANCE	
_____A.	Neat, well-groomed and good taste as to make-up, etc.	5
_____B.	Average in personal appearance	3
_____C.	Careless, unclean, needs improvement	1
2.	ATTENDANCE	
_____A.	Present and on time	5
_____B.	Present, but tardy	3
_____C.	Absent, some without reason or reporting	1
3.	INTEREST AND OBSERVATION IN JOB OR WORK	
_____A.	Enthusiastic and eager to learn	5
_____B.	Average interest	3
_____C.	Indifferent attitude and poor observation abilities	1
4.	CUSTOMER AND CO-WORKER RAPPORT	
_____A.	Usually tactful, adapts readily, and shows self-control	5
_____B.	Generally reliable and satisfactory relationship	3
_____C.	Slow to adjust, sometimes difficult to work with	1
5.	OFFICE PROCEDURES ABILITIES	
_____A.	Knowledgeable, organized, works well, good techniques	5
_____B.	Average competence	3
_____C.	Slow, needs guidance, poor technique	1
	TOTAL POINTS	_____

ADDITIONAL COMMENTS:

_____

_____

TOTAL POINTS_____

THE PATRIOT COMPANY
Employee's Follow-Up Appraisal
(To be Completed by General Manager)

NAME_____ DATE_____

RATED BY_____ DAYS ABSENT_____ TARDY_____

A = 35 - 40 B = 25 - 34 C = 16 - 24 D = 8 - 15 F = 0 - 7

APPRAISAL CODE - 4 = Outstanding 3 = Above Average 2 = Average 1 = Low Average
0 = Unsatisfactory

APPRAISAL FACTOR	CODE	COMMENTS
1. Quality of Work (accuracy, neatness, thoroughness, etc.)		
2. Ability to learn (understanding new work and instructions.)		
3. Quantity of work (meeting of schedules and deadlines to accomplish workload in order of priority.)		
4. Initiative (finding new work and helping others.)		
5. Cooperation (using tact and maintaining effective relationships, working harmoniously with others, considering other viewpoints, and being willing to give assistance.)		
6. Dependability (keeping engagements, promptness.)		
7. Personality (ability to get along well with others.)		
8. Keeping Absentism to a minimum (attendance.)		
9. Appearance (dress in good taste, correct posture, hair well groomed, personal hygiene.)		
10. Oral Communication (expression of ideas in a clear, concise manner.)		

INDIVIDUAL PERFORMANCE RECORD

Name of Employee _____ For Week Ended _____

	Started to work immediately	Prepared work area and kept neat	Started to work after break	Cleaned work area 5" before bell	No. of cash sales	No. of invoices prepared	No. of requests to purchase	No. of inventory postings	No. of bank deposits	No. of accounts payable postings	No. of accounts receivable postings	No. of checks written	No. of letters written	No. of memos written	No. of envelopes addressed	No. of masters prepared	No. of stencils prepared	Petty cash transactions Other activities (list)	Number of errors	DO NOT WRITE IN THIS SPACE
MONDAY																				
TUESDAY																				
WEDNESDAY																				
THURSDAY																				
FRIDAY																				

Signed _____

Title _____

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PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

PRIOR TO SIMULATION

PREPARE THE FOLLOWING MATERIALS FOR THE PATRIOT COMPANY, LITTLE ROCK, ARKANSAS.

1. List of merchandise to be sold. This includes the catalog number, description, wholesale price, retail price, purchase price, and weight of each item.

2. List of accounts receivable showing account number, address, and current balance of each account.

3. Folder for each accounts receivable. Using staples, attach inventory control sheets to the front of each folder and insert ledger sheet in each folder to keep record of transactions. (Outside world.)

4. List of accounts payable. This should show the account number, address, and current balance.

5. Folder for each accounts payable. Attach inventory control sheet to the front of each folder.

6. Five hundred basic orders from customers. (We typed the orders during pre-simulation.)

7. Business letters. All types of correspondence is to be mailed from the outside world. Some should be marked "postage due," and one or two should have the wrong address. Also, some letters should be sent "Special Delivery."

8. Statements from your vendors.

9. Remittances (checks and cash) from customers.

10. Expense reports from territory salesmen.

11. Bank Statement.

12. Filed carbon copies of correspondence, purchase orders, payments, and statements in proper folders.

13. Designate salesman's territory on list of accounts receivable.

14. Balance Sheet.

15. Prepare advertising layout. Prepare bulletin board of products sold by the company.

16. Prepare an employee suggestion box.

17. Prepare a Petty Cash Box. You will need a great deal of play money.

18. Prepare a Contigency List.

19. Prepare a Simulator's Script.

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

STEPS TO SIMULATION

1. Planning - Teacher
   A. Determine the objectives you plan to accomplish through simulated office practice.
   B. Determine what you will simulate.
      1. Collect data necessary for planning simulation.
      2. Define limits of simulation.
      3. Define systems processes of simulation.
   C. Determine the guidelines and requirements.
      1. Time
      2. Space
      3. Equipment
      4. Supplies
      5. Facilities
      6. Method of Evaluation
      7. Funds
      8. Forms
      9. Placement of equipment
      10. Number of students
   D. Select Student Positions.
      1. Define basic routines.
      2. Prepare job description materials.
   E. Prepare forms.
   F. Prepare transactions.
   G. Prepare a basic script.
   H. Prepare a contingency list.
      (Note: A contingency list is a list of items which you may use to either decrease or increase the workload of a position.)
   I. Establish grading procedures.

2. Orientation - Student

3. Positional Training - Student

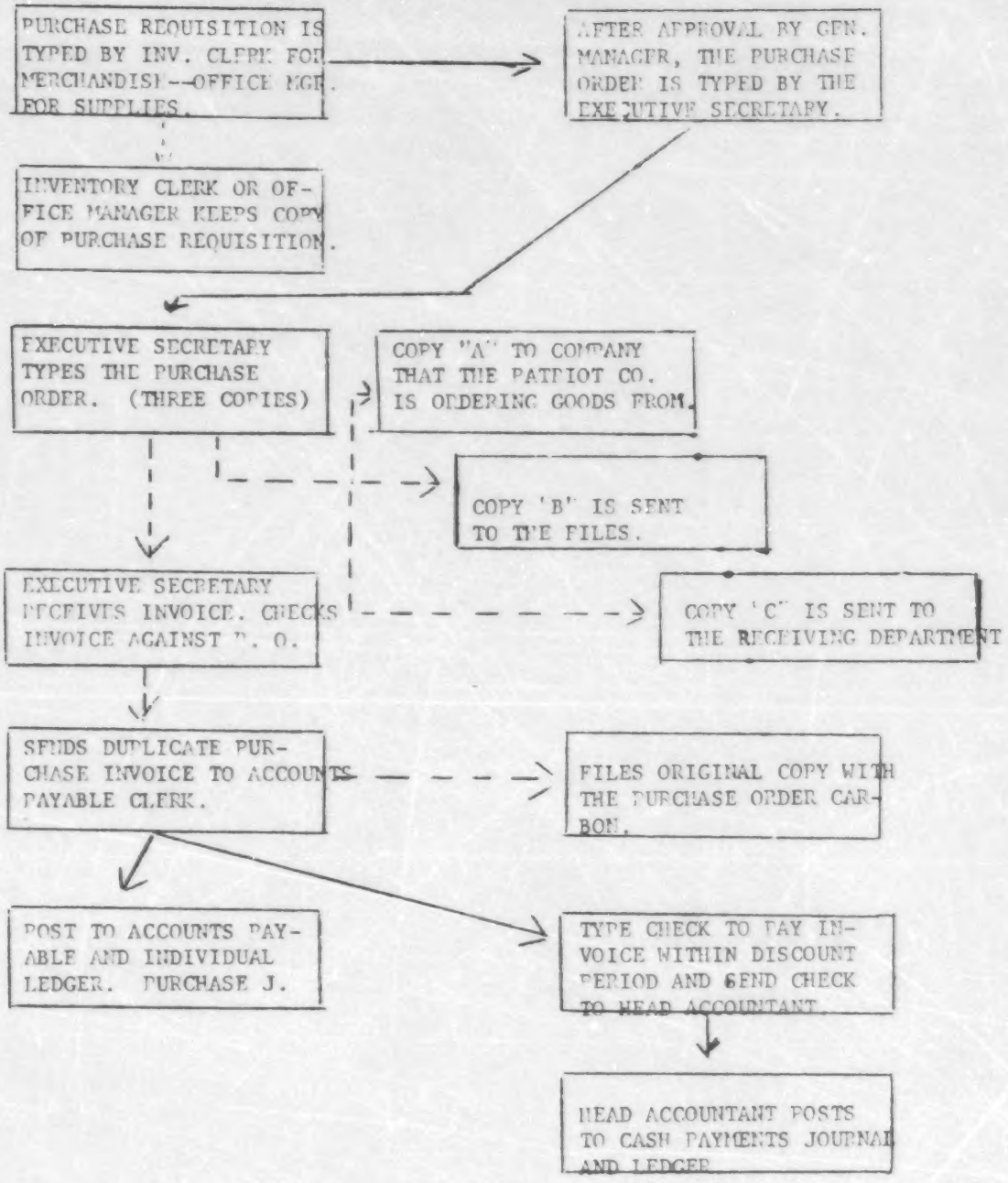
4. Simulation Warm-Up or Tryout - Student

5. Full-Scale Simulation

6. Debriefing - Student
   A. Class discussion.
   B. Adjustments.
   C. Summarization.

7. Analysis - Teacher

PURCHASE REQUISITIONS
PURCHASE ORDERS TO CREDITORS
PAYMENT OF ACCOUNTS PAYABLE ACCTS.


PURCHASE REQUISITION IS TYPED BY INV. CLERK FOR MERCHANDISE--OFFICE MGR. FOR SUPPLIES.
AFTER APPROVAL BY GEN. MANAGER, THE PURCHASE ORDER IS TYPED BY THE EXECUTIVE SECRETARY.
INVENTORY CLERK OR OFFICE MANAGER KEEPS COPY OF PURCHASE REQUISITION.
EXECUTIVE SECRETARY TYPES THE PURCHASE ORDER. (THREE COPIES)
COPY "A" TO COMPANY THAT THE PATRIOT CO. IS ORDERING GOODS FROM.
COPY 'B' IS SENT TO THE FILES.
EXECUTIVE SECRETARY RECEIVES INVOICE. CHECKS INVOICE AGAINST P. O.
COPY 'C' IS SENT TO THE RECEIVING DEPARTMENT
SENDS DUPLICATE PURCHASE INVOICE TO ACCOUNTS PAYABLE CLERK.
FILES ORIGINAL COPY WITH THE PURCHASE ORDER CARBON.
POST TO ACCOUNTS PAYABLE AND INDIVIDUAL LEDGER. PURCHASE J.
TYPE CHECK TO PAY INVOICE WITHIN DISCOUNT PERIOD AND SEND CHECK TO HEAD ACCOUNTANT
HEAD ACCOUNTANT POSTS TO CASH PAYMENTS JOURNAL AND LEDGER

STOCK RECORD

DATE	IN	OUT	BAL	DATE	IN	OUT	BAL	DATE	IN	OUT	BAL	DATE	IN	OUT	BAL
			50												
3/22		5	45												
3/23		6	39												
4/ 5		10	29												
4/ 7		5	24												
4/10	25		49												
4/11		10	39												

The Inventory Clerk keeps a balance of merchandise on hand at all times. When the balance gets down to the minimum, the Inventory Clerk should type a Purchase Requisition and send to the General Manager. The General Manager will have the Executive Secretary type a Purchase Order to order more goods. When the goods are received, the balance of goods received will be added to the balance on hand.

NAME

Model 271 Dictating Unit (A-101) $400.00

MAX. 50

MIN. 25

SUPPLIES FOR THE PATRIOT COMPANY

Most of the supplies I use in the Patriot Company are bought at Parkin Printing Company, Sixth and Ringo, Little Rock, Arkansas. Also, I buy some supplies at International Graphics.

My letterhead, requisitions, interoffice memorandums, and other items with the Patriot Company are printed by the print shop at the Metro Skill Center, which is part of the Little Rock Public Schools. This year I will also have them to print the names on my invoices, purchase orders, and bills of lading. However, I will continue to buy them from Parkin and then have them printed. The reason for this is because I want to use the carbon pack form, and they cannot make them in the print shop. Any company that does printing would be able to do this for you, but it would be rather expensive.

This year I am going to have my students design letterhead for all of the customers. Therefore, the letters and mail we receive from the customers will have the company name on the letter.

I suggest that you order some address forms to use on the envelopes. You can order 1,000 for $1. You can order these from many companies. I will include the address of the place I order from.

Imprint Products, P. O. Box 387, Rockville Center, NY 11571

Our school provides a Supply Center; therefore, I am able to get my stenographer pads, stencils, masters, paper, envelopes, etc. from the center. This saves a great deal of money. If your school has a center of this type, I am sure you would use it. Many of the places will give you a 10 to 15 percent discount if you tell them you are buying for a school. Try this. (If you are like we are, you need to save all of the money you can save.)

Pencil holders can be made from orange juice cans. You can cover them with contact paper. This makes them more attractive. Also, contact paper is good to cover file cabinets, wastepaper baskets, bulletin boards, tables, or anything that you want to make more attractive.

You can get many pretty things at stamp stores. I obtained some artifical plants, vases, candleholders, pictures, and other items there for only the tax.

Be sure and have a suggestion box. Students can make this box. It will be used.

I have used burlap and carpet (stick-on squares) for wall decorations and bulletin boards. Be sure and try to have a sink in your room and a lot of cabinets.

You can get a lot of your advertising material from the office machine companies, or whatever kind of company you are simulating. They are always very willing to give you a great deal of advertising materials.

Be sure and make a receptionist area. We bought a small table and used two chairs. On the table we keep current magazines for the students and visitors. Also, we have an attractive plant.

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

LIST OF FORMS AND SUPPLIES NEEDED FOR A TWELVE-WEEK SIMULATION

Job Application Forms	100	
W-2 Forms	50	
W-4 Forms	50	
Employee Evaluation Forms (Department Heads)	300	
Employee Evaluation Forms (General Manager)	300	
Work Performance Forms	1,500	
Envelopes - Large	500	
Small	1,000	
Window	2,000	
Letterhead	500	
Onion Skin Paper	500	
Carbon	100	
Purchase Orders	1,500	Sets
Purchase Requisitions	300	
Invoices	1,000	Sets
Bill of Ladings	1,000	Sets
Stencils	100	
Masters	100	
Interoffice Memorandums	300	
Stock Record Cards - Inventory	200	
Orders Received Records	100	
Daily Inventory Tally	100	
Index Cards	100	
Visitor's Logs	25	
"While You Were Out" Forms	1	Book
Telephone Log	10	
Appointment Calendars	5	
Stamps (If you do not have a Postage Meter)	2,000	
Two-Column Journal Paper	50	
Statements	500	
Ledger Cards (Bookkeeping Machine)	200	
Sales Journal	2	Books
Purchase Journal	2	Books
Cash Receipts Journal	1	Book
Cash Payments Journal	1	Book
General Journal	1	Book
Ledger	1	Book
Checks	1,000	
Time Cards	350	
Payroll Journal	2	Books
Employee's Earnings Records	50	
Life Insurance Forms	50	
Hospitalization Insurance Forms	50	
Sales Catalogs	5	
Petty Cash Vouchers	50	
Bank Deposit Slips	75	
Credit Memorandums	50	Sets
Cash Sales Tickets	750	Sets

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

LIST OF FORMS AND SUPPLIES NEEDED FOR A TWELVE-WEEK SIMULATION

Customer Credit Application	50
Invoices Mailed Record	100
Postage Record	25
Insured Mail Record - Certified Mail Record	10
File Folders	200
File Labels	200
Tape for Machines	50
Interview Rating Sheets	50
Long Distance Call Forms	50
Application for Expanded Credit Limit	50
Production Record Form	50
Salesmen Expense Reports	300
Copy Paper	100

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

Many people have asked me where I have bought many of the items that I have in my simulated office practice classroom. I have tried to list the places on the following sheets.

EQUIPMENT

20 - IBM Selectric Typewriters (Buy some typewriters with long carriages. Also, buy some with the numbers for simulated key-punch.)	IBM Corporation Scott Hamilton Drive at Interstate 30 Little Rock, AR 72209
2 - IBM Executive Typewriters	IBM Corporation
1 - IBM Correcting Selectric	IBM Corporation
1 - IBM Mag Card Typewriter (This is shared with Hall and Central.)	IBM Corporation
4 - Royal Electric Typewriters	Royal Typewriter Company 1101 West Second Street Little Rock, Arkansas 72202
4 - Electronic Calculators	Victor Machines Company 1900 West Third Street Little Rock, Arkansas 72203
4 - Printing Calculators	Victor Machines Company
4 - Ten-Key Adding Machines	Monroe Machines Company 120 Cross Street Little Rock, Arkansas 72202
2 - Rotary Calculators	Monroe Machines Company
3 - Bookkeeping Machines	Monroe Machines Company
3 - Dictating-Transcribing Machines	Dictaphone Corporation 1218 West Third Street Little Rock, Arkansas 72203
1 - Transcribing Machine	IBM Corporation
1 - A. B. Dick Mimeograph Machine 1 - A. B. Dick Duplicator Machine 1 - Stencil File 1 - Mimescope 10 - Styli	Parkin Printing Company Sixth and Ringo Little Rock, Arkansas 72203

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

EQUIPMENT

1 - Copy Machine (Thermofax)	D. A. Sparks Company 5620 West 12th Street Little Rock, Arkansas
1 - Postage Meter (Rent or Borrow)	Pitney Bowes 1722 Broadway Little Rock, Arkansas
1 - PBX Switchboard - Telephones (Hard to get) (Donated by our school)	South-Western Bell Telephone Co. Little Rock, Arkansas (Check with your local telephone co.)
1 - Paper Cutter	Any Office Supply Store
1 - Time Clock 1 - Time Card Rack	Educator's Service Center, Inc. 1100 West Capitol Little Rock, Arkansas
2 - Full-Key Adding Machines	Monroe Machines Company
25 - L-Shaped Desks	Arkansas School Service, Inc. 1911 Thayer Street Little Rock, Arkansas
2 - Large Secretarial Desks	Arkansas School Service, Inc.
27 - Secretarial Chairs - Posture Back with Casters	International Graphics, Inc. 1000 Center Little Rock, Arkansas
5 - Four-Drawer File Cabinets 3 - Two-Drawer File Cabinets	Any of the Office Equipment Companies
25 - Two-tier Trays (I prefer the plastic--also, you can get wire baskets.)	Dailey's Office Equipment 308 Rock Street Little Rock, Arkansas
5 - Sets of five holders for accounting forms	Any of the office supply stores
1 - Electric Pencil Sharpener	International Graphics, Inc.
2 - Pairs of Drapes (A student made the drapes)	Hancock's Fabric Store Tanglewood Center Little Rock, Arkansas
Carpet	C. R. Hubbard Co., Inc. 5616 West 12th Street Little Rock, Arkansas

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

EQUIPMENT

5 - Dividers	Shop Class
1 - Mail Box for Employees	Parkview High School
2 - Bulletin Boards	Little Rock, Arkansas
15 - Wastebaskets	Any discount store
10 - Pictures	Discount stores - Made by Students
3 - Plants	Stamp Stores Florist
Flowers	Stamp Stores
Vases	Discount Stores
25 - Name Plates	Any Office Supply Store Can be made by students or parents (We have red ceramic name plates.)
1 - Mail Box	Meade School Products Eighth at Izard Little Rock, Arkansas
1 - Small Table (Receptionist Area)	Sears Little Rock, Arkansas
2 - Black Leather Chairs (Receptionist Area)	Donated by School
2 - Storage Cabinets	Provided by Little Rock Schools
1 - Sink	Provided by Little Rock Schools

ANY OF THE STORES WILL SEND YOU A CATALOG IF YOU WILL WRITE THEM FOR A CATALOG.

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

SPECIAL TIPS

1. Start numbering your Purchase Orders that you mail out with No. 1.
2. One Clerk-Typist should start numbering the invoices with No. 1 and one Clerk-Typist should start numbering with 500.
3. Payroll checks begin with 100 or whatever your bank starts with when you buy them, or they are given to you.
4. All Purchase Orders that are mailed into the company should start with 1-100 for the first customer; 101-200 for the second customer; 201-300 for the third customer, etc. In this manner, numbers would not ever be the same; therefore, it would not be confusing.
5. The Outlet Store should start their Sales Tickets with number 1000.
6. The Patriot Company uses the following shippers: Rock Island Railroad, Missouri Pacific Railroad, Powell Truck Lines, and The Patriot Company Truck for local deliveries. Remember, the Shipper's No. would be the same as the Invoice No. You would have to make up the Carrier No., the Car Initials, etc. because this would always be different.
7. The weekly rate of pay is given in the student's handbook.
8. The Purchase Orders should be typed in Pre-Simulation. I would suggest that you prepare approximately 1,000. (Make some mistakes on the Purchase Orders to see if the students will catch the mistakes.)
9. You will need about 500 Cash Sales. This should be written or typed on Index Cards. These are used in the Outlet Store.
10. Use as many walk-in customers as possible. The principal, vice principal, teachers, students, student-teachers, parents, salesmen, former students, etc. are very willing to play roles.
11. Use the telephone a great deal. It adds to the company.
12. Be sure and buy a large supply of paper money. You will need it for the bank and the Outlet Store. (Approximately $50,000.)
13. Try to borrow or rent a postage meter. It is very effective.
14. Have the students type up a tax chart.
15. Remember, we charge 10 cents a pound for shipping charges.
16. Be sure and have a sign made with the name of your company. Also, be sure and have signs made with the name of the departments. The departments in the Patriot Company are: Accounting, Office Service, Sales.
17. Be sure and have a suggestion box, bank, and post office.
18. The Office Manager will use a regular Office Supply Book to order supplies. This person will really keep up with what is needed in the company.
19. I have found it very effective to place memorandums in the students' boxes. Be sure and do this if you have something extra for them to do that day. This is very important at the beginning of simulation.
20. A list of customers, creditors, and balances will be found in the handbook prepared for the students.
21. Be sure you have at least two cash boxes--one for the bank and one for the Outlet Store.

REMEMBER, THE STUDENTS MUST BE TAUGHT THE PROPER THINGS IN PRE-SIMULATION IN ORDER TO BE ABLE TO SIMULATE. THIS IS A VERY GOOD WAY TO EVALUATE YOURSELF.

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

DISTRIBUTION OF MAIL

The Receptionist-Mail Clerk handles all mail in the Patriot Company. The simulators bring the mail into the company. The mail clerk opens the mail and stamps the mail with the date. She then distributes the mail to the following people:

All Purchase Orders from Customers	-	Sales Manager
All Invoices from Creditors (Patco)	-	Executive Secretary
All Statements from Creditors	-	Accounts Payable Clerk
All Checks in Payment of Bills from Customers	-	Accounts Receivable Clerk
Any other Checks	-	Head Accountant
Applications for Employment	-	General Manager
Advertising Mail	-	Sales Manager
Letters on General Items or Procedures	-	General Manager
Telegrams	-	General Manager or Sales Manager
Salesmen's Expense Reports	-	Sales Manager
General Mail	-	General Manager or any Department Head

MAIL GOING OUT

1. All mail that is to be sent out of the company is placed in the mailbox. The receptionist-mail clerk must take it from the box and run it through the postage meter to place postage on the letter. The simulators (mail men will come twice a day to pick up the mail.

2. The simulators answer all correspondence that is mailed. They play the role of the customer, creditor, post office, bank, etc.

WALK-IN CUSTOMERS

1. All customers that come into the company to buy items and pay cash are sent to the Head of the Outlet Store. (If they want discount items.)

2. If the customer wants regular items, they are sent to the Sales Manager.

3. Any charge customer is sent to the Sales Manager. Every customer has a Credit Limit. The customer must not go over the Credit Limit.

4. All persons that are applying for a job are sent to the Executive Secretary to fill in an application blank, and they are then interviewed by the General Manager.

5. All people that come for a tour of any type or sent to the General Manager.

6. If a Petty Cash Item is delivered, the person is sent to the Executive Secretary. She handles the Petty Cash Box.

BANK

1. The Head Accountant makes a deposit once a day. She takes the money and checks to the bank, which is the simulator's room.

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

BALANCE SHEET

Assets

Cash	$100,000.00	
Accounts Receivable	73,517.86	
Supplies	5,000.00	
Office Equipment	20,000.00	
Merchandise Inventory	500,000.00	
Prepaid Insurance	516.00	
Investments	50,000.00	
Total Assets		$749,033.86

Liabilities

Accounts Payable	$ 26,626.04	

Capital

Patriot Company, Capital	$722,407.82	
Total Liabilities and Capital		$749,033.86

This is the beginning Balance Sheet for the Patriot Company. Every month a Profit and Loss Statement is prepared by the Head Accountant. Every month a Balance Sheet is prepared by the Head Accountant. Copies are typed and sent to the Board of Directors and stockholders in the Patriot Company.

The Bank Statement is sent in each month by the simulators. The Head Accountant must Reconcile the Bank Statement monthly.

Naturally, the main purpose of the Patriot Company is to make a profit.

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

ITEMS OF INTEREST

In the years that the Patriot Company has been in operation, the students have thought of some ideas, and I have thought of some ideas that have been fun and educational. Some of these activities are as follows:

1. The Patco Promotional Sales Convention - This could be called any type of day you desire. The students plan the day, and they make all of the arrangements. We have done this twice at Parkview, and it has been a very successful adventure.

2. They write (type) a letter to each person that they are inviting to the day. Each letter is typed individually on the Patriot Company letterhead. They type a post card self-addressed, and all the person receiving the invitation has to do is to check on the back of the post card whether they plan to attend or do not plan to attend.*

   Note* - This gives the General Manager and Executive Secretary the experience of composing a letter. It gives several people in the company experience of typing letters and envelopes and post cards that will be mailed.

3. The students invite their parents, teachers, administrators, business people that have visited during the year or that has spoken to the group, members of the Advisory Committee, prospective students for office simulation, and former students.

4. The Department Heads and the General Manager decides on a program. They give all of the members of the company an opportunity to make suggestions for the program. After the program is planned, the Executive Secretary or one of the good typists in the company types the program. The Advertising Secretary or some person in the company that can draw designs a cover for the program and draws it on the front. The Duplicating Clerk or some person that has time runs the program.

5. The group decides what to serve - usually the General Manager puts one department in charge of the refreshments, and they plan what will be served. They tell each class member what to bring.

6. They have this rather formal--using silver, punch bowl, table cloth, etc. This gives the students experience in setting the table in a proper manner and serving for a tea.

7. When the big day arrives, the group and guests meet in the Multipurpose Room for a short program that is planned by the group. Each visitor is asked to sign a guest book. Each member of the company is introduced.

8. The students serve the guests, and they then simulate. (This takes place in the classroom.)

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

ITEMS OF INTEREST

1. Interviews for Employment - Instead of me (the teacher) interviewing the students, I have found that it is much more effective and more of a learning experience to get businessmen and women to come to the school to interview.

2. Before they come, the students type a letter of application, type a personal data sheet, and fill in an application blank. Also, they prepare a folder with some of their work, special shorthand, typewriting, filing, or machine awards, the data sheet, and application.

3. We spend a few days before the interview talking about job interviews, and they hear some interviews on tape and records. I give them a great deal of information on Interviews from the State Employment Office, and we have some mock interviews. We discuss proper dress.

4. On the day of the interview, they come to school dressed for an interview. They are very nervous, but it has been an excellent learning experience. It gives the students more confidence.

5. The business people that interview for me are given a short job description of each job. They are usually personnel people, they they know the questions to ask. (Some students have actually been hired for a job from this interview.)

6. The students are very serious about this interview, and they are thrilled when they are hired into the company.

Note*-I had no idea that the students would be so serious about this interview. They spent two days preparing their folders and retyping their data sheets and application forms. They dressed to present themselves as business people.

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1. Company Scrapbook - The students make pictures at all special events and place them in a scrapbook. Pictures were made at the interviews, Christmas Party, Birthday Parties, Company Picnic, Business Speakers, Field Trips, Patco Day, Bulletin Boards, Students on the Job, etc. Also, programs, copies of the Patco Talker, the company bulletin, and information on the Employee of the Week are placed in the book.

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1. Company Parties - The students love the short staff parties. I have found that it is good to have a short staff party about every month. Light refreshments are served at this time. The students have an opportunity to relax and discuss any problems they might be having in their job or otherwise. We have a big party at Christmas and near the end of the school year.

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1. Birthday Party - A party is held once a month for all staff members that are birthdays that month. A party is given for all summer birthdays, also.

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

ITEMS OF INTEREST

1. Employee of the Week - This is a very popular even each week in the Patriot Company. Each Department Head nominates one person from his or her department to be Employee of the Week. (They consider the amount of work that the person does, and his or her attitude toward the work.) The three department heads submit one name, and the department heads and the General Manager make a decision on the Employee of the Week.)

2. The Executive Secretary finds out some general information about the person from the school office, and she asks friends to find out some information that is more personal. She then types a stencil, and she or a member of the staff does some drawing on the stencil. The copy is run, and a copy is made for each member of the staff. Also, a copy is placed on the bulletin board. This is run on colored paper to make it more attractive. (The students like to use colored paper and find different colors of ink interesting. Keep it on hand if possible.)

3. The Employee of the Week is announced each Friday, and a copy of the information about the person is given to each staff member. Then, the Employee is presented with the award.

4. The class of 1971-72 had a VIP Award they passed around. Also, the person was given a new item for her desk--pencil holder, stapler, pen, etc. The group in 1972-73 collected money each week--approximately 5 cents, and they bought a carnation for the employee's desk. The group in 1973-74 is doing the same thing.

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1. Patriot Company Picnic - This was tried by the 1972-73 group, and it was a big hit. The employees planned the menu, and the group went to the park one day near the end of school instead of simulating.

2. Each person was responsible for bringing a certain item. This activity seemed to bring the group even closer--if this was possible. This group had a unique relationship.

Note* - When we have special activities, I leave the planning entirely to the students. They learn a great deal about organizing and planning with these activities.

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1. Inviting Former Employees of the Patriot Staff to Speak - This is a very valuable experience for the students. One group invited the General Manager from the previous year to speak. They were very impressed with the accomplishments that this person had made in only a year.

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

I have given you several ideas in the following list that you could use when needed to keep individuals busy in the firm. Also, they could be used to cause an unusual situation.

1. The mail strike is over. The bills are pouring in.
2. The supply of checks is depleted. New ones must be ordered.
3. A teacher needs some business letters typed. Feed them into the company and pretend she is the wife of the Board of Directors.
4. Many times teachers need test typed. Feed them into the company.
5. Often, I have thank you letters to type. I dictate them to one of the secretaries, and they type them for me on Parkview letterhead.
6. We type programs for the Athletic Department, National Honor Society, and other organizations. When a person is not busy, send this into the company to be typed.
7. The office sends up a lot of typing, mimeographing, and duplicating to be done. Usually, the people in the Office Service Department have the most time to do this extra work. (I made their positions with a lighter work load for the reason.)
8. Burgulars break into the office and empty the files on the floor.
9. A customer stops payment on his check for $5,000 that we have deposited.
10. An error has been made by overbilling a customer, and the customer is very upset on the telephone and wants an answer now.
11. A customer takes an unearned discount that was not due him since his bill was not paid within the period specified.
12. A customer stops payment on a check which has already been posted and his account must be corrected.
13. High school student comes in to work in office for a day. Career Day.
14. A petty cash transaction takes place. The Executive Secretary orders a small item; and it is delivered; the transaction must be handled in the proper way.
15. Raises are given to all of the employees.
16. Merit raises are given to some of the employees.
17. A staff meeting is called of all the employees.
18. When a person is not busy, have them to type purchase orders to feed into the company.
19. The wife of the Board of Directors brings in her Christmas cards to be addressed. (By hand.)
20. The General Manager's wife calls and asks you to duplicate a 25-page yearbook for her garden club. She calls on Thursday and needs the book completed by Friday. After all, she only needs 50 copies.
21. The Board of Director's daughter wants to use the company airline credit card to buy a round-trip ticket to Nassau for the weekend. Her father is out of town.
22. COE student comes to work at desk for one week.
23. Have a fire alarm.
24. Have the electricity to go off for a few minutes.
25. Teacher calls the accountant to come and talk to her classes.
26. An attorney representing a customer filing a personal injury liability suit against the company calls unexpectedly. The General Manager must confer with him.
27. Send in a customer that cannot speak English. (A foreign exchange student is good to use for this or a French or Spanish teacher.)

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

(CONTIGENCY LIST)
Cont.

28. When a student has to be away on school business, get other people in the company to do her work.
29. The Lion's Club calls and asks the Office Manager to make a speech.
30. Keep bulletin boards up showing the products that the company sells. Have the employees to change these often.
31. Have some of the letters sent airmail, special delivery, and registered.
32. Quarterly tax reports are due.
33. An angry office employee comes into the office of the payroll clerk to report that an error has been made on her check. Your computations were wrong and must be corrected. All posting of the payroll has been completed and must be changed.
34. The Internal Revenue sends in a person to audit your accounts.
35. One of the employees has lost a check which has already been endorsed. You must stop payment at the bank.
36. The company employees are not using good telephone etiquette. You call in representative to give a presentation on good telephone usage.
37. Some of the em loyees are not wearing pants suits. They are wearing slacks, which is against company policy. You call in a person from a top company to give a demonstration on proper clothing to wear. (This really happened in some of the Little Rock companies.)
38. A salesman calls to say that he hasn't received his expense check. He needs it immediately.
39. A salesman calls about car trouble and wants to know if he rents a car will he be able to put it on his expense account.
40. Employees go on strike for better pay.
41. Feature an ad for newspaper advertising of the Patriot Company.
42. The Outlet Store should run a special sale.
43. Offer a vacation to the salesman that sells the most during December.
44. Discover a woman shoplifting in the Outlet Store who swears she is innocent.
45. Best friend from out of town drops in to chat during the rush hour. The friend will only be in town for a short while.
46. A forged signature appears on a Purchase Order.
47. Red Cross Blood Bank comes to plant for volunteers in your department. One employee faints and must be taken care of immediately.
48. Have a sales promotional day. Invite businessmen and parents.
49. An error was made in filling out an employee's W-4 Form.
50. Employees are not returning to work on time after lunch. They are habitually late. Something must be done.
51. Get other schools that have simulated offices to write correspondence to the Patriot Company. Get the Patriot Company to send correspondence to them.
52. Hold open house for juniors that will be coming into simulated office the next year.
53. Discuss a new filing system.
54. Give awards for perfect attendance.
55. Add new items to be sold by the Patriot Company.

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

SCRIPT

Each day the simulators will need a script to follow. I have found in my classes that it is necessary to give the students a script to follow only the first few days. After that, they can think of things and ideas that are much better than what I can think of to use for a script. Some scripts that I use are as follows:

	Text	Destination	Teaching Points
1.	Ask to open a charge account. The simulator will make up the information that is needed. If the charge is approved, purchase something and charge it.	Sales Manager	Handling a situation where you must talk face-to-face.
2.	Go in and apply for a job.	Receptionist Executive Secretary General Manager	Practice of filling in a form for employment. Job Interview
3.	You are Jane Smith from Jones High School Journalism Dept. You are trying to sell the Patriot Company an ad in the yearbook.	Receptionist General Manager	Experience of trying to make a sale. If sale is made, the transaction.
4.	Telephone Call - Customer (Call and order ten Executive Typewriters. You want them shipped immediately.)	Switchboard Operator Sales Manager	Telephone Techniques Buying some items on credit over the telephone.
5.	Telephone Call (You are playing the role of a creditor. You call to see why the Patriot Co. has not paid their bill.)	Switchboard Operator Accounts Payable Clerk	Telephone Techniques. Experience of looking up accounts in book. Handling a hard situation.
6.	Walk-In Customer - Customer comes in and wants to buy a typewriter. (The customer cannot speak English, only French.)	Receptionist Sales Manager	Handling a hard situation. (There is no communication, other than by pictures.) Making a sale by pictures.

*Note - We have asked our French teacher to play this role. It has been very effective. One time the joke was on the simulators, because the Sales Manager could speak French. We have also used our Spanish teacher, and some of our foreign students to play roles.

7.	Drug store delivers a bottle of aspirin that has been ordered.	Receptionist Executive Secretary	Receiving a delivery. Handling a Petty Cash Transaction.

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

SCRIPT

	Text	Destination	Teaching Points
1.	Get a teacher or administrator to play the role of a Fire Marshall.	Receptionist General Manager All of the Employees	Handling a person with authority. Learning to follow instructions.

*Note - When we did this at Parkview, we got the vice principal to play the role. He is the person in charge of fire drills at Parkview. He was very stern, and he was Mr. Jones. He checked the room very carefully, and he told them they must have the number of the Fire Department on the telephones. (The General Manager immediately got out a memorandum to all departments telling them to put numbers on the telephones. Also, he told them to keep all dust cloths in a metal container. Immediately, they put all dust cloths in a metal file. They learned a great deal of information about fire procedures from this visit.

2.	Deliver a package and collect for freight due. ($3.47)	Receptionist Executive Secretary	Simulator and Executive Secretary learns to handle a Petty Cash Transaction.
3.	Telephone Call (Pretend you are a customer and call the Patriot Company and ask for your balance. You have lost your last statement, and you want to pay your bill.)	Switchboard Operator Accounts Rec. Clerk	Handling a phone call. Experience of looking up information quickly.
4.	Deliver a special delivery letter with return receipt requested. (Have someone sign for the letter.)	Receptionist-Mail Clerk	Return receipt requested item.
5.	A customer calls and said that he received a Mag Card Typewriter damaged.	Switchboard Sales Manager General Manager	Return or allowance decision
6.	Telephone Call (Creditor calls to find out why the Patriot Company has not bought anything in a long time.)	Switchboard Executive Secretary	Telephone Techniques Handling a situation--making a decision.
7.	Telephone Call (Personal call to the Clerk-Typist.)	Switchboard Operator	It is against the rules to let personal call go through. Experience for operator to handle this situation and take a message.

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

SCRIPT

	Text	Destination	Teaching Points
1.	Customer comes into the Outlet Store. The customer takes a lot of the Outlet Store Head's time. The customer leaves without buying anything.	Outlet Store Head	Keeping Composure. Always be nice to customers regardless of how much they bother you.
2.	Person from outside rushes in to report a car accident	Receptionist Switchboard Operator	This will test the student's Reaction to an emergency situation.
3.	Better Business Bureau calls to inform the company to be on the lookout for bogus $20 bills.	General Manager	Alert procedures.
4.	Pretend you are the First National Bank. Call and try to get the business of the Patriot Company.	Accountant - Head	Reaction to a surprising request. Tact in saying "No."
5.	Make a Telephone Call - Wrong number. Do this three times in five minutes.	Switchboard Operator	To see if the operator will keep her "cool" at all times
6.	A good customer phoned and asked that he receive the 2 percent discount (2/10, net 30) on his last purchase although he was three days late paying. (This is the first time he is late.) (Make up a good story for the reason.)	Accounts Rec. Clerk Accountant - Head	Judgment Public Relations
7.	Call the General Manager and tell him to be in San Francisco next week for a very important meeting. Chairman of the Board calling. (All arrangements will have to be made for the trip.)	General Manager Executive Secretary	Itinerary planning. (This includes hotel and plane reservations.)
8.	C. O. D. package arrives with $29 due. The purchase was made by the General Manager's husband or wife and sent to the company for delivery and collection. The General Manager is out of the office.	Receptionist Executive Secretary	Decision making, whether or not to pay from petty cash.

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

SCRIPT

	Text	Destination	Teaching Points
1.	Telephone Call (Call to see if they have a job.)	Receptionist - (Covering for Switchboard Operator.) General Manager	Handling communication.
2.	Telephone Call - (Call the Office Manager and ask him to speak at the Lion's Club the following week.)	Switchboard Operator Office Manager	Making a decision fast.
3.	Telephone Call - (You are a student at Mills High School. You call the Head Accountant and ask the accountant to speak to the business students on Career Day at Mills.)	Switchboard Operator Accountant - Head	Handling a situation on the telephone. Decision making on the tele phone.
4.	Walk-In (You are from the United Fund. You want to collect from each person that is employed in the company.)	Receptionist General Manager	Handling a solicitor. Decision Making.
5.	Telephone Call - (The bank call the Patriot Company to tell them that they have a new type of check with the firm's name and picture on the check. They would like to know if the Patriot Company would be interested in the checks.)	Switchboard Operator Accountant - Head	Decision Making Situation.
6.	Telephone Call (Customer calls and orders 20 Selectric II Typewriters.)	Switchboard Operator Sales Manager	Telephone Techniques. Handling a Transaction on the Telephone.
7.	Executive Secretary orders a roll of stamps from the Post Office.	Switchboard Operator Simulators	Refusal to deliver. The Post Office does not do this to companies.
8.	Walk-In (Deaf person walks in with a sign on their back asking for donations.)	Receptionist General Manager	Handling a decision-making procedure.

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

CASH SALES

The Outlet Store handles the Cash Sales. The items have some minor thing wrong with them; therefore, they are sold at a 20 percent discount. When the Outlet Store Head types the Sales Ticket or Invoice, she takes a 20 percent discount. Also, she must add Sales Tax. The Cash Sales are typed or written on 3 x 5 index cards. They are taken in to the Outlet Store Head by the simulators. Approximately, five cards or sales are taken in at a time. When the Outlet Store Head gets the Sales Tickets or Invoices typed, she calls the Simulators in to pay for the items. Cash must be used. If you have people to play the role of a customer, they will go in and stay there while the transaction is being handled by the Outlet Store Head.

You can have your students make up the cards on Cash Sales in pre-simulation. A list of prospective customers can be picked from the telephone directory.

1.	2 - Model 271 Dictating Units (Patco) - A-101	$400	$800
2.	20 "Electo" Electric Typewriters (Patco) - F-102	$370	$7,400
3.	1 Electronic Display Calculator (Patco) Model C-3227 G-104	$700	$700
4.	2 Carbon Ribbons (lots of 6) H-102	$ 12	$ 24
	1 Model 224 Cordless Dictating Unit F-101	$200	$200
			$224
5.	1 Electronic Calculator - Model 18 - G-102	$550	$550
6.	2 Ten-Key Adding Machine (Patco) A-104	$200	$400
	1 Model 271 Dictating Unit (Patco)	$400	$400
			$800
7.	1 Model 221 PBX Dictation System (Patco) D-101	$500	$500
8.	2 Electronic Display Calculator (Patco) Model C-3227 G-104	$700	$1,400
9.	1 Patco Magnetic Tape Selecto Typewriter - H-104	$1,500	$1,500
10.	1 Patco Composer Typewriter - J-101	$1,000	$1,000
11.	1 Model 466B403 Accounting Machine - N-103	$ 650	$ 650
	1 Postage Meter Mailing Machine (Patco) Model 5460	$ 300	$ 300
			$ 950
12.	Magnetic Tape Cartridge (Lots of 24) M-105	$ 23	$ 23

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

CASH SALES

13.	1 Dictaphone Telephone System - N-101	$ 500	$ 500
14.	1 Selectric Typewriter (Patco) R-102	$ 750	$ 750
	1 Postage Meter Mailing Machine - R-101	$ 300	$ 300
			$1,050
15.	1 Executive Typewriter (Patco) K-102	$ 800	$ 800
	1 Patco Composer Typewriter J-101	$1,000	$1,000
			$1,800
16.	1 Model 12TDL Comptograph (Patco) M-102	$ 400	$ 400
17.	2 Patco Magnetic Tape Selecto Typewriters H-104	$1,500	$3,000
18.	1 Patco Composer Typewriter J-101	$1,000	$1,000
19.	1 Patco Magnetic Tape Selecto Typewriter H-104	$1,500	$1,500
20.	1 Model 12D Comptometer (Patco) M-101	$ 400	$ 400
	1 Dictaphone Telephone System N-101	$ 500	$ 500
			$ 900
21.	3 Nylon Ribbons H-103 (Lots of 6)	$ 8	$ 24
22.	5 Carbon Ribbons (lots of 6) H-102	$ 12	$ 60
	1 Electronic Calculator Model 19 (Patco) H-101	$ 750	$ 750
			$ 810
23.	1 Model 225 Message Recorder (Patco) C-101	$ 500	$ 500
24.	1 G-104 Electronic Display Calculator (Patco) Model C-3227	$ 450	$ 450
25.	2 Model 272 Executary Transcribing Unit A-103	$ 495	$ 990
26.	1 Model 212 Transcribing Unit (Patco) B-101	$ 375	$ 375
27.	1 Model 212 Transcribing Unit (Patco) B-101	$ 375	$ 375
	1 Ten-Key Adding Machine A-104	$ 200	$ 200
			$ 575
28.	1 Executary Combination Unit A-105	$ 400	$ 400
29.	2-"Electo" Electric Typewriters G-101	$ 500	$1,000
	1 Model 224 Cordless Dictating Unit F-101	$ 200	$ 200
			$1,200

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

CASH SALES

30.	1 Model 225 Message Recorder C-101	$ 500	$ 500
31.	5 Selecto Electric Typewriters F-102	$ 370	$1,850
32.	1 Electo Electric Typewriter Patco G-101	$ 500	$ 500
33.	1 Electronic Calculator G-102	$ 550	$ 550
34.	1 Model 272 Transcribing Unit B-101	$ 375	$ 375
35.	1 Model 225 Message Recorder C-101	$ 500	$ 500
36.	2 Model 271 Dictating Units A-101	$ 400	$ 800
37.	1 Model 272 Executary Transcribing Unit A-10?	$ 495	$ 495
38.	1 Ten-Key Adding Machine A-104	$ 200	$ 200
39.	1 Model 212 Transcribing Unit B-102	$ 375	$ 375
40.	1 Model 225 Message Recorder C-101	$ 500	$ 500
41.	Model 221 PBX Dictation System D-101	$ 600	$ 600
42.	1 Selecto Electric Typewriter F-102	$ 370	$ 370
43.	1 Electronic Calculator Model 18 G-102	$ 550	$ 550
44.	G-103 Custom Deluxe Automatic Printing Calculator	$ 250	$ 250
45.	1 Electronic Display Calculator Model C-3227 G-104	$ 700	$ 700
46.	1 Electronic Calculator Model 19 H-101	$ 750	$ 750
47.	1 Carbon Ribbons (lots of 6) H-102 1 Nylon Ribbons (lots of 6) H-103	$ 12 $ 8	$ 12 $ 8 $ 20
48.	1 Patco Magnetic Tape Selecto Typewriter H-104	$1,500	$1,500
49.	1 Magnetic Tape Cartridge (Lots of 24) H-105	$ 24	$ 24
50.	1 Patco Composer Typewriter J-101	$1,000	$1,000

ADDITIONAL CASH SALES CAN BE MADE WHEN NEEDED. SIMPLY USE THE LIST OF PATCO EQUIPMENT THAT IS SOLD. REMEMBER, THIS INVENTORY MUST BE TRANSFERRED FROM THE INVENTORY CLERK. WHEN THIS IS TRANSFERRED TO THE OUTLET STORE, IT MUST BE SUBTRACTED FROM THE REGULAR INVENTORY.

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

CREDIT LIMITS

The Taber Agencies	$10,000
Young's Printing Company	2,000
Longinotti Enterprises	5,000
Moore Industry, Incorporated	1,500
Williams Insurance Agency of Arkansas	2,500
Jan Wycoff Manufacturing Company	3,000
Pendergrass & Associates	1,000
Wingfield Bank & Trust Company	5,000
The Elaine Roberts Company	10,000
McCormack & McCormack	5,000
Weise. Cheek, Weise, LTD.	2,500
Vaughan State Bank	2,000
Shipe Realty Company	8,000
Marsh Incorporated	4,000
The Crouch Company	7,000
Freeman Supply Center	2,000
Suzie's Place	1,000
Goodnight Manufacturing Company	900
Marcia's Communications Service	4,000
Wilson Sporting Goods, Incorporated	2,000
Hendrix Stationers	5,000
Toland Public School System	3,000
Simpson Mart	2,000
Johnston Incorporated	1,000
The Munday Company	5,000
Watson Incorporated	3,000
Byrd & Associates	2,000
Karaffa & Karaffa	4,000
Dowell Dealers	3,000
Day, Incorporated	5,000
The Sullenger Company	2,000
Morehead Supply Center	2,000
Sewell Department Stores	2,000
The Bogard Shop	2,000
Big Mac Company	5,000
Wilson Paint Equipment	3,000
Secretaries Associates	1,000
McJunkin Photography	1,000
The Mattax Machine Manuracturers	3,000
Rush, Randall, & Michaels, Inc.	2,000
The Ray Rental Service	3,000
Torres & Scott Associates	4,000
Ward Supply Company	1,000
Ebbs & Eberhardt	2,000
Roland's Rolling Parts	4,000
Davenport Calculator Company	5,000
May Construction Company	5,000
House & Randall, Inc.	8,000

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

CREDIT LIMITS

Nelson's Inventory Service	4,000
Gaddie, Moss, & Withers	2,000
Johnson's Warehouse	3,000
Steel & Associates	2,000
The International Parts Factory	5,000
Pritchard, Hudson & Associates	7,000
Williams & Hall, Inc.	4,000
Robinson, Higgins & Associates	9,000
Cunningham & Wilson, Inc.	7,000
Talk-A-Lot Telephone Company	4,000
Pak Gas Company	6,000
Sunshine Light Company	9,000
Washington Enterprise	20,000
Hill & Steele Corporation	7,000
Tri-Color, Inc.	25,000
Hipperster Vanity Shop	20,000

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

INVENTORY

CAT. NO.	ITEM	MAX.	MIN.
A-101	Model 271 Dictating Unit (Patco)	50	25
A-102	Model 211 Dictating Unit (Patco)	50	25
A-103	Model 272 Executary Transcribing Unit	50	25
A-104	Ten-Key Adding Machine (Patco)	50	25
A-105	Executary Combination Unit (Patco)	50	25
B-101	Model 272 Transcribing Unit (Patco)	80	40
B-102	Model 212 Transcribing Unit (Patco)	40	20
C-101	Model 225 Message Recorder (Patco)	60	30
D-101	Model 221 PBX Dictation System (Patco)	75	45
F-101	Model 224 Cordless Dictating Unit	45	25
F-102	"Selecto" Electric Typewriter	25	10
G-101	"Electo" Electric Typewriter	30	15
G-102	Electronic Calculator - Model 18	30	15
G-103	Custom Deluxe Automatic Printing Calculator (Patco) Model 75-85-54	40	30
G-104	Electronic Display Calculator (Patco) Model C-3227	45	20
H-101	Electronic Calculator Model 19 (Patco)	30	15
H-102	Carbon Ribbons (Lots of 6)	80	40
H-103	Nylon Ribbons (lots of 6)	60	30
H-104	Patco Magnetic Tape (Selecto) Typewriter	40	15
H-105	Magnetic Tape Cartridge (Lots of 24)	50	25

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

INVENTORY

CAT. NO.	ITEM	MAX.	MIN.
J-101	Patco Composer Typewriter	50	25
K-101	Model 1 Copier (Patco)	50	25
K-102	Executive Typewriter (Patco)	50	25
L-101	Mag Card "Selectric" Typewriter	50	25
L-102	"Selectric" Mag Card* (per package)	20	15
L-103	Mag Card Folders* (per package)	40	20
M-101	Model 12D Comptometer (Patco)	30	15
M-102	Model 12TDL Comptograph (Patco)	60	45
N-101	Dictaphone Telephone System	40	20
N-102	Electrosume 20 (Patco)	50	25
N-103	Model 466B403 Accounting Machine	40	20
O-101	Double Pedestal Desk - 33076P	50	25
O-102	Work Center Desk L-Shaped - 7421A	40	25
O-103	Double Pedestal Desk - 33853P	50	15
O-104	Table Desk - 33825P	30	15
O-105	Double Pedestal Desk - 8950P	50	25
P-101	Executive Posture Chair - C4218	25	10
P-102	Secretarial Flexback Chair - C4277	30	15
P-103	Side Arm Standard Chair - C4246	30	15
P-104	Executive Swivel Chair	30	15
P-105	Swivel Arm Chair - S48B	50	25
Q-101	Glass Door Bookcase - S4520-9	30	15

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

INVENTORY

CAT. NO.	ITEM	MAX.	MIN.
Q-102	Open Front Bookcase - S30A	50	25
R-101	Postage Meter Mailing Machine (Patco) Model 5460	70	30
R-102	Selectric II Typewriter (Patco)	50	25
S-101	Unifile - 38DU	50	15
S-102	Four-Drawer Letter File - 204	40	15
S-103	Three-Drawer Letter File - 413	40	20

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

EMPLOYEE'S PERFORMANCE REVIEW

(Evaluation to be done by the Instructor)

CODE TO FOLLOW IN EVALUATING:

4 - Outstanding	2 - Average	0 - Unsatisfactory
3 - Above Average	1 - Low Average	

Name of Student_____

Student Position - GENERAL MANAGER - Date Evaluated_____

1. Is efficient in handling details. _____
2. Is able to analyze problems and decide on sound courses of action. _____
3. Is efficient in handling job applications, interviews, and in the placement involving new employees. _____
4. Is efficient in handling the evaluation of the workers in the Patriot Company. _____
5. Organizes work well and supervises flow of work in the office. _____
6. Gets along well with the members of the staff. _____

TOTAL POINTS _____

OTHER REMARKS OR COMMENTS:_____

Name of Student_____

Student Position - EXECUTIVE SECRETARY - Date Evaluated_____

1. Efficient in taking shorthand and in transcribing notes. _____
2. Types well and uses other office machines necessary in performing duties--including the transcribing machine. _____
3. Shows originality in her work as well as performing well such skills as spelling, composition, and legible handwriting. _____
4. Handles the Purchase Orders for the Patriot Company with great efficiency. _____
5. Meets the public well and is efficient in handling difficult problems with ease. _____
6. Takes care of all of the needs of the General Manager. _____

TOTAL POINTS _____

OTHER REMARKS OR COMMENTS:_____

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

EMPLOYEE'S PERFORMANCE REVIEW

(Evaluation to be done by the Instructor)

CODE TO FOLLOW IN EVALUATING:

4 - Outstanding	2 - Average	0 - Unsatisfactory
3 - Above Average	1 - Low Average	

Name of Student_____

Student Position - OFFICE MANAGER - Date Evaluated_____

1. Handles all of the insurance for the firm in an accurate manner--hospitalization and life insurance. _____
2. Keeps an accurate inventory of all office supplies that are on hand in the Patriot Company. _____
3. Checks out supplies to the staff members when they are requested and when they are needed. _____
4. When the inventory gets low on the supplies, a requisition is typed and sent to the Executive Secretary for reordering. _____
5. Is able to head the department and able to make big decisions. _____
6. Fills in evaluations on each staff member weekly. Keeps the employees in his or her department busy at all times. _____

TOTAL POINTS _____

OTHER REMARKS OR COMMENTS:_____

Name of Student_____

Student Position - SENIOR STENOGRAPHER - Date Evaluated_____

1. Efficient in taking shorthand and in transcribing notes. _____
2. Types well and uses other office machines necessary in performing her duties--including the transcribing machine. _____
3. Answers all calls on the switchboard when the Switchboard Operator has to be away from her desk. _____
4. Assists the office manager in every way possible--including the publishing each week of the company bulletin. _____
5. Shows originality in her work as well as performing well skills such as spelling, composition, and legible handwriting. _____
6. Assists with the mimeographing and duplicating and copying when necessary. _____

TOTAL POINTS _____

OTHER REMARKS OR COMMENTS:_____

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

EMPLOYEE'S PERFORMANCE REVIEW

(Evaluation to be done by the Instructor)

CODE TO FOLLOW IN EVALUATION:

4 - Outstanding 2 - Average 0 - Unsatisfactory
3 - Above Average 1 - Low Average

Name of Student_____

Student Position - SWITCHBOARD OPERATOR - Date Evaluated_____

1. Answers all incoming calls in a friendly pleasant manner. _____
2. Handles all outgoing calls in a pleasant orderly manner. _____
3. Stays at her desk and answers all calls on the first ring if at all possible. _____
4. Helps with the typewriting and other office duties when time permits. (Does this very willingly.) _____
5. Keeps an accurate record of all long distance calls and messages for people that are out of the office. _____
6. Cooperates with her department head and all other office workers at all times. _____

TOTAL POINTS _____

OTHER REMARKS OR COMMENTS:_____

Name of Student_____

Student Position - Receptionist-Mail Clerk - Date Evaluated_____

1. Handles all mail that comes into the office promptly and accurately. _____
2. Stamps the date on all incoming mail. _____
3. Sends the mail through the postage meter and mails it out of the company at least twice daily. _____
4. Greets all visitors, customers, and employees in a very friendly manner. (She is the image of the company.) _____
5. Keeps an accurate record of all visitors and all postage. _____
6. Distributes mail to the proper individuals and departments. _____

TOTAL POINTS _____

OTHER REMARKS OR COMMENTS:_____

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

EMPLOYEE'S PERFORMANCE REVIEW

(Evaluation to be done by the Instructor)

CODE TO FOLLOW IN EVALUATION:

4 - Outstanding
3 - Above Average
2 - Average
1 - Low Average
0 - Unsatisfactory

Name of Student _____

Student Position - FILE CLERK - Date Evaluated _____

1. Makes a file for all customers and creditors. _____
2. Keeps the file in alphabetical order. _____
3. Picks up the filing from each employee at least twice a day. _____
4. Types file labels for all new file folders and places them in the file in alphabetical order. _____
5. Assists with typewriting or other office duties as needed. _____
6. Pulls an item from the file when it is requested by another member of the firm. _____

TOTAL POINTS _____

OTHER REMARKS OR COMMENTS: _____

Name of Student _____

Student Position - SIMULATORS - Date Evaluated _____

1. Handles the bank and post office in an efficient manner. _____
2. Makes all telephone calls from the outside world. (Plays the role of the creditor, customer, or other individuals.) _____
3. Types or writes all checks to be sent in for the customers and all invoices or statements to be sent in for the creditors. _____
4. Plays the script daily. Prepares additional script as needed. Also, gets individuals to play roles. _____
5. Sees that all of the workers are busy at all times. _____
6. Uses a Contingency List when necessary to keep employees busy. _____

TOTAL POINTS _____

OTHER REMARKS OR COMMENTS: _____

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

EMPLOYEE'S PERFORMANCE REVIEW

(Evaluation to be done by the Instructor)

CODE TO FOLLOW IN EVALUATION:

4 - Outstanding
3 - Above Average
2 - Average
1 - Low Average
0 - Unsatisfactory

Name of Student_____

Student Position - SALES MANAGER - Date Evaluated_____

1. Checks the credit limit of all the customers when Purchase Orders come into the company. _____
2. If credit is refused, a letter or telephone call must be made to the customer. _____
3. Handles the advertising campaign--letters and advertising layout. _____
4. Checks the computations on the Invoices and Bills of Lading before they are mailed out to the customer. _____
5. Evaluates all of the members of the Sales Department weekly. Also sees that all members are busy and distributes the work load. _____
6. Handles all walk-in credit customers. Has regular meetings with the General Manager. _____

TOTAL POINTS _____

OTHER REMARKS OR COMMENTS:_____

Name of Student_____

Student Position - ASSISTANT SALES MANAGER - Date Evaluated_____

1. Computes the shipping charges for all merchandise. (Ten cents a pound.) _____
2. Adds the sales tax to all Purchase Orders that come into the company by mail or by phone. _____
3. Types all Purchase Orders that come into the company by telephone. _____
4. Checks the totals of all Purchase Orders after the shipping charges and sales tax are added to the Purchase Order. _____
5. Assists the Sales Manager with the Advertising Campaign, Sales Letters, and other things that need to be done in the department. _____
6. Cooperates with all office workers at all times and the head of the department. _____

TOTAL POINTS _____

OTHER REMARKS OR COMMENTS:_____

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

EMPLOYEE'S PERFORMANCE REVIEW

(Evaluation to be done by the Instructor)

CODE TO BE FOLLOW IN EVALUATION:

4 - Outstanding
3 - Above Average
2 - Average
1 - Low Average
0 - Unsatisfactory

Name of Student_____

Student Position - INVENTORY CLERK - Date Evaluated_____

1. Keeps an accurate record of all purchase orders received on the Orders Received Record. _____
2. Records the inventory from the Purchase Order on the Daily Inventory Tally Record as soon as the Purchase Order is received from the Assistant Sales Manager. This is totaled at the end of the day. _____
3. When the Purchase Order, Invoice, and Bill of Lading are handed to her after the goods have been shipped, she checks to see if they tally with her record. At the end of the day, she subtracts the total inventory shipped from her balance on hand. _____
4. She types an inventory card for each item of merchandise sold and keeps them in alphabetical order. _____
5. A sheet has been prepared showing the maximum and minimum inventory that must be used by the Inventory Clerk. This information must be typed on the inventory cards. _____
6. When the minimum is reached in inventory, the Inventory Clerk must type a Requisition and send it to the Executive Secretary in order for her to type a Purchase Order to reorder goods. _____

TOTAL POINTS _____

OTHER REMARKS OR COMMENTS:_____

Name of Student_____

Student Position - SHIPPING CLERK - Date Evaluated_____

1. Types the Bill of Lading from Invoice and Purchase Order. _____
2. Keeps the Production Record of all merchandise shipped. _____
3. Types to the best of her ability and proofreads carefully. _____
4. Separates the Bill of Lading and Invoice and sends to proper department for mailing, inventory control, and accounting. _____
5. Cooperates with department head and all office workers. _____
6. Helps with other typewriting and other office duties. _____

TOTAL POINTS _____

OTHER REMARKS OR COMMENTS:_____

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

EMPLOYEE'S PERFORMANCE REVIEW

(Evaluation to be done by the Instructor)

CODE TO FOLLOW IN EVALUATION:

4 - Outstanding
3 - Above Average
2 - Average
1 - Low Average
0 - Unsatisfactory

Name of Student _____

Student Position - ADVERTISING SECRETARY - Date Evaluated _____

1. Assists the Sales Manager with typewriting, dictation, or whatever needs to be done in the department. _____
2. Handles all of the Advertising Layout. Makes plans with the Sales Manager and General Manager. _____
3. Does the actual drawing of the advertising copy. _____
4. Does the mimeographing or duplicating of all the advertising copy. _____
5. Cooperates with the department head and other office workers at all times. _____
6. Handles the mailing of advertising layout and works with the Sales Manager on sales letters to accompany the ads. _____

TOTAL POINTS _____

OTHER REMARKS OR COMMENTS: _____

Name of Student _____

Student Position - CLERK-TYPISTS - Date Evaluated _____

1. Types the invoices in the best typing possible--making corrections when necessary. _____
2. Always keeps the figures lined up on the right and puts in the dollar marks and commas and decimals to make the figures easier to read. _____
3. Keeps an accurate record of all invoices mailed on the Invoices Mailed Report. _____
4. Proofreads all work very carefully and checks all computations. _____
5. Cooperates with department head and other office workers at all times. _____
6. Helps with advertising work, typing of letters, memorandums, or other forms as needed by the head of the department. _____

TOTAL POINTS _____

OTHER REMARKS OR COMMENTS: _____

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

EMPLOYEE'S PERFORMANCE REVIEW

(Evaluation to be done by the Instructor)

CODE TO FOLLOW IN EVALUATING:

4 - Outstanding
3 - Above Average
2 - Average
1 - Low Average
0 - Unsatisfactory

Name of Student _____

Student Position - HEAD ACCOUNTANT - Date Evaluated _____

1. Is efficient in handling details. _____
2. Is accurate in performing duties such as making deposits, writing checks, maintaining company's account checkbook, journals, ledgers, and all other books. _____
3. Performs all work neatly. _____
4. Is competent in operating the machines necessary to perform jobs. _____
5. Is able to analyze problems and decide on sound courses of action. _____
6. Is able to head a department and able to make big decisions when necessary. _____

TOTAL POINTS _____

OTHER REMARKS OR COMMENTS: _____

Name of Student _____

Student Position - ACCOUNTS RECEIVABLE CLERK - Date Evaluated _____

1. Keeps accurate Accounts Receivable records. _____
2. Verifies incoming checks and posts to Accounts Receivable Ledger. _____
3. Performs at capacity speed at all times. _____
4. Sends out statements at proper times, and they are typed in a neat manner. _____
5. Performs operations on office machines satisfactorily. _____
6. Cooperates with Department Head and other workers. _____

TOTAL POINTS _____

OTHER REMARKS OR COMMENTS: _____

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

EMPLOYEE'S PERFORMANCE REVIEW

(Evaluation to be done by the Instructor)

CODE TO FOLLOW IN EVALUATING:

4 - Outstanding
3 - Above Average
2 - Average
1 - Low Average
0 - Unsatisfactory

Name of Student_____

Student Position - ACCOUNTS PAYABLE CLERK - Date Evaluated_____

1. Keeps accurate Accounts Payable records. _____
2. Performs operations on office machines satisfactorily. _____
3. Pays bills on time and uses extreme accuracy in paying accounts. _____
4. Works at capacity. _____
5. Cooperates with her department head and other office workers at all times. _____
6. Types all checks very neatly. Keeps books very accurately. _____

TOTAL POINTS _____

OTHER REMARKS OR COMMENTS:_____

Name of Student_____

Student Position - PAYROLL CLERK - Date of Evaluation_____

1. He or she is discreet in discussing money matters. _____
2. Organizes work so that the most important jobs are done first--such as delivering and collecting time cards daily. _____
3. Is able to use tables in figuring payroll deductions. _____
4. Performs duties involving mathematical computations speedily and accurately (such as preparing checks, figuring employee's payroll, etc.) _____
5. Has workable knowledge of all office machines used in the job. _____
6. Cooperates with department head and all office workers at all times. _____

TOTAL POINTS _____

OTHER REMARKS OR COMMENTS:_____

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

EMPLOYEE'S PERFORMANCE REVIEW

(Evaluation to be done by the Instructor)

CODE TO FOLLOW IN EVALUATING:

4 - Outstanding	2 - Average	0 - Unsatisfactory
3 - Above Average	1 - Low Average	

Name of Student _____

Student Position - OUTLET STORE HEAD - Date Evaluated _____

1.	Keeps an accurate record of all cash sales.	_____
2.	Types the sales tickets or invoices in a neat manner.	_____
3.	Makes a deposit daily with the head Accountant.	_____
4.	Performs operations on office machines satisfactorily.	_____
5.	Makes change in an accurate manner and counts her money when she receives it from the customer.	_____
6.	Cooperates with her department head and other office workers at all times.	_____
	TOTAL POINTS	_____

OTHER REMARKS OR COMMENTS: _____

FORMS THAT ARE USED BY THE PATRIOT COMPANY
PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

*NOTE - A SAMPLE OF EACH FORM WILL FOLLOW THIS SHORT DESCRIPTION OF THE FORMS.

1. Application Form - This is typed by the student when they apply for a job in the Patriot Company. (They are interviewed by businessmen and women.) This form is also used when applicants apply in the Company.

2. Interview Rating Sheet - This is used by the businessmen and women and teacher when they interview the students for jobs in the company.

3. While You Were Out Forms - This is a form used by the Switchboard Operator when they take a call when a person is out of the office.

4. Long Distance Calls - This is a form used by the Switchboard Operator when they take a Long Distance Call.

5. Petty Cash Voucher - This is the form used by the Executive Secretary when something is ordered in the company and petty cash has to be paid for the item. She gives the cash to the person bringing the item, and the person signs the Petty Cash Voucher. At the end of the day, the cash in the Petty Cash Box and the Petty Cash Vouchers must equal.

6. Interoffice Memorandums - This is the form that is used when one person is needing to send a message to another person or persons in the office.

7. Visitor's Register - This is a form that the Receptionist has every person that visits the Patriot Company to sign when they enter the office.

8. Credit Application - This is a form that the Sales Manager has prospective customers to fill in when they are applying for credit.

9. Application for Expanded Credit Limit - Many times the customers find that they need more credit than they applied for at the time they took out their application. If so, they must fill in the Application for Expanded Credit.

10. Purchase Orders - This is a form that is received from the customers of the Patriot Company when they desire to order some good. (Approximately 20 are sent in each day by the customers of the Patriot Company.) This is used by the Patriot Company when they want to order some goods from creditors.

11. Invoice - If credit is approved for the customer, an invoice is typed by the Clerk-Typists. The invoices are mailed to the customers for payment. When we buy something from our creditors, they mail us an invoice.

12. Invoices Mailed Report - When the Clerk-Typists type an Invoice, they make a record of each one typed. They record the Invoices typed; this is recorded on an Invoice Mailed Report.

FORMS THAT ARE USED BY THE PATRIOT COMPANY
PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

13. Bill of Lading - This form is typed for shipment of the goods. The original is mailed to the customer; the second copy is sent to the shipping room to be sent with the shipment; the third copy is kept on file.

14. Orders Received Record - When the Purchase Order is checked by the Sales Manager, it is given to the Assistant Sales Manager to add Sales Tax. Then the Purchase Order is given to the Inventory Clerk. She records the Purchase Order to show that it has been received on this form.

15. Daily Inventory Tally - After the Purchase Order is recorded, the Inventory Clerk records the Inventory on the Daily Inventory Tally. At the end of the day, the total of each item is taken and subtracted from the Inventory.

16. Stock Record Cards - These cards are used for Inventory Cards. A card is typed for each item. The maximum and the minimum for each item is typed. (Three pages are included in this book that shows this information.) When the inventory gets down to the minimum, the Inventory Clerk should reorder. Each day the total amount of inventory shipped is subtracted from the balance on the inventory cards.

17. Purchase Requisition - This is a form that is typed by the Inventory Clerk when the merchandise sold gets below the minimum. Also, a Requisition is typed by the Office Manager when the supplies of the firm get below the minimum. They send the requisition to the Executive Secretary, and she types the Purchase Order to be mailed to the outside world.

18. W-4 Form - Each employee must fill in a W-4 Form when he or she is hired by the Patriot Company. This shows the number of dependents. (This form can be obtained at the Federal Building or the Post Office.)

19. Time Cards - The employees time in and time out each day. We have a Time Clock at the Patriot Company. If you do not have a Time Clock, you can do this by hand.

20. Payroll Journal - A journal is kept for each employee of the Patriot Company. This journal shows the total hours worked, the amount made by each employee per hour, the total amount of overtime, the total wages, the total deductions, and the net pay of each employee.

21. Employee's Earnings Record - A record is kept of each employee's earnings. A separate sheet is kept on each employee.

22. Voucher Check - Each employee is paid by check at the end of each week. It is good to use a voucher check so that you can show the employee all of the deductions. (Checks can be received from your local bank.) (Most banks will supply the checks free of charge.)

FORMS THAT ARE USED BY THE PATRIOT COMPANY
PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

23. Patriot Company Letterhead - Letterhead is used to type all letters that are sent out of the company. A carbon copy is made of each letter on onion-skin paper.

24. Statements - Cycle billing is used in the Patriot Company. This means that certain statements are sent out each week. They are sent to the customers that owe the Patriot Company.

25. Accounts Receivable Ledger Cards - These cards are used on the bookkeeping machine. Every time a customer purchases something his balance is increased. When the customer sends a check, his balance is decreased. (When the pink copy of the invoice is received from the Sales Department, this increases the amount that the customer owes. When a check is received from the customer, this decreases the amount that the customer owes.)

26. Accounts Payable Cards - The same cards are used for the Accounts Payable creditors. This is the people that the Patriot Company owes. When the Patriot Company purchases something, this increases the amount that they owe the creditor. When the Patriot Company sends a check, this decreases the amount that the company owes. A regular checkbook is kept by the company. (This can be obtained from the bank.)

27. Sales Journal - A journal is kept of all the sales made in the Patriot Company. (Kept by the Accounts Receivable Clerk.)

28. Purchases Journal - A journal is kept of all the purchases made in the Patriot Company. (Kept by the Accounts Payable Clerk.)

29. Cash Receipts Journal - This is kept by the Head Accountant. All cash received is recorded in this journal.

30. Cash Payments Journal - This is kept by the Head Accountant. All cash payments are kept by the Head Accountant in this book.

31. General Journal - This is kept by the Head Accountant. All cash payments are recorded in Cash Payments Journal; all cash receipts are recorded in Cash Receipts Journal; all sales are recorded in Sales Journal; all purchases are recorded in Purchase Journal. General accounts are recorded in this journal.

32. General Ledger - This is kept by the Head Accountant in the Patriot Company. All posting is done by the Head Accountant.

33. Checkbook - This is kept by the Head Accountant. (Obtained from the bank.)

34. Deposit Slips - All deposits are made by the Head Accountant.

35. Cash Book - A Cash Book is kept by the Head of the Outlet Store.

FORMS THAT ARE USED BY THE PATRIOT COMPANY
PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

36. Production Record - When the goods have been shipped by the shipping clerk, she keeps a record of it by recording it on this form.

37. Appointment Calendar - All appointments are kept on this form by the receptionist and the executive secretary. A special book can be bought, which we have done in the Patriot Company.

38. Salesmen Expense Reports - These reports are sent in once a week to be paid. They are checked by the Sales Manager, and then they are sent to the head Accountant to write a check for expenses.

39. Envelopes - You will need large, small, and window envelopes. Have the return address printed on the envelopes or some address labels can be used. (These can be bought for $1. Address enclosed in this book.)

40. Carbon Paper - You will need long and short carbon paper.

41. Stencils - You will need A. B. Dick Stencils. Also, you will need mimeograph ink. (The students will use this a great deal for advertising.) I don't believe I have mentioned it earlier, but they will need a Mimescope and several styli for drawing.

42. Masters - They will need masters on hand at all times. Try to get several colors if possible. Also, spirit fluid will be needed.

43. Index Cards - You will need 3 x 5 index cards to type Cash Sales on. Also, you will want to maintain a file on credit limits on the index cards.

44. Insurance Forms - Go to a local insurance office and ask for some hospitalization forms and some life insurance forms. They will give you enough for the class. If you can not get enough for the class, get one copy and make copies on the instant stencil or ditto.

45. Copy Paper - You will need copy paper for the Thermofax. Many times you will need to make one copy of something.

46. Instant Stencils and Masters - These can be run through the Thermofax, and they make a copy of anything typed or in pencil. You can then run them off on the mimeograph machine or the ditto machine and make as many copies as you desire.

47. File Folders - These will be needed for the file clerk. Also, file guides will be needed.

48. Adding Machine Tape - Tape for the adding machine, calculators, and electronic printing calculators must be bought.

49. Ribbons - You will need ribbons for the typewriters and the machines.

50. File Labels - You will need labels for the file folders.

To_____

Date_____ Time_____

WHILE YOU WERE OUT

M_____

of_____

Phone_____
Area Code Number Extension

TELEPHONED		PLEASE CALL	
CALLED TO SEE YOU		WILL CALL AGAIN	
WANTS TO SEE YOU		URGENT	
	RETURNED YOUR CALL		

Message_____

_____

_____

_____

_____
Operator

EFFICIENCY® LINE No. 4725

To_____

Date_____ Time_____

WHILE YOU WERE OUT

M_____

of_____

Phone_____
Area Code Number Extension

TELEPHONED		PLEASE CALL	
CALLED TO SEE YOU		WILL CALL AGAIN	
WANTS TO SEE YOU		URGENT	
	RETURNED YOUR CALL		

Message_____

_____

_____

_____

_____
Operator

EFFICIENCY® LINE No. 4725

To_____

Date_____ Time_____

WHILE YOU WERE OUT

M_____

of_____

Phone_____
Area Code Number Extension

TELEPHONED		PLEASE CALL	
CALLED TO SEE YOU		WILL CALL AGAIN	
WANTS TO SEE YOU		URGENT	
	RETURNED YOUR CALL		

Message_____

_____

_____

_____

_____
Operator

EFFICIENCY® LINE No. 4725

To_____

Date_____ Time_____

WHILE YOU WERE OUT

M_____

of_____

Phone_____
Area Code Number Extension

TELEPHONED		PLEASE CALL	
CALLED TO SEE YOU		WILL CALL AGAIN	
WANTS TO SEE YOU		URGENT	
	RETURNED YOUR CALL		

Message_____

_____

_____

_____

_____
Operator

EFFICIENCY® LINE No. 4725

PETTY CASH

No. _____

Date _____ 19____ $ _____

For _____

_____

_____

_____

Charge to Account _____

Signed _____

CASCADES® L1-C2009 PRINTED IN U.S.A.

LONG DISTANCE CALLS

DATE _____

FROM

PERSON

TO

TOWN

TEL. NO.

PERSON

COMPANY

REPORT

BY ☐

DA ☐

LW ☐

COLLECT ☐

COMPLETE ☐

CHARGES

FILING TIME OPERATOR

PATRIOT COMPANY

Phyllis Smith, President
2500 Barrow Road

Phone (501) 225-6440
Little Rock, AR 72204

PATRIOT

PATCO
EQUIPMENT

INTEROFFICE MEMORANDUM

TO:

DATE:

FROM:

SUBJECT:

VISITOR'S REGISTER

DATE	NAME	FIRM OR COMPANY	REASON FOR VISIT
		118	

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

CREDIT APPLICATION

Account Number_____ Date Opened_____

PLEASE PRINT Interviewer_____

Mr. Married_____ Divorced_____
Mrs.
Miss_____ Single_____ Widowed_____

Address_____ Husband's Name_____

Wife's Name_____ City_____ State_____

Zip Code_____ Social Security No._____ Telephone No._____

How Long at Your Present Address_____ Give Former Address_____

_____

Own Home_____ Rent Home_____ No. of Dependents_____

Occupation_____ How Long With Present Employer_____

Name of Employer_____ City_____ State_____ Zip_____

Earnings Per Month_____ Wife's Earnings Per Month_____

Name of Bank_____ Address_____

City_____ State_____

Savings Account_____ Checking Account_____

*****

Please Give at Least Three References:

1. Name_____ Address_____ City_____ State_____

2. Name_____ Address_____ City_____ State_____

3. Name_____ Address_____ City_____ State_____

*****

Credit Approved_____ Credit Rejected_____ Credit Manager_____

PATRIOT COMPANY

APPLICATION FOR EXPANDED CREDIT LIMIT

Name of Company: _____

Address: _____ Telephone No.: _____

City, State: _____ ZIP CODE: _____

CREDIT REFERENCES: (List at least three)

Name	Address	Telephone No.

REASONS FOR EXPANSION:

_____

_____

_____

_____.

NATIONAL's QUICK / PURCHASE ORDER

FOLD AT (—) FOR WINDOW ENVELOPE

NB 4385

PURCHASE ORDER No. _____

THE PATRIOT CO.
2500 BARROW ROAD
LITTLE ROCK, ARK. 72204

DATE _____

HOW SHIP _____

REQUIRED _____

TERMS _____

TO _____

SHIP TO _____

QUANTITY	STOCK NUMBER—DESCRIPTION	PRICE	UNIT	AMOUNT

IMPORTANT
ALWAYS SHOW OUR ORDER NUMBER ON SHIPMENTS OR CORRESPONDENCE. ADVISE IF UNABLE TO MEET REQUIRED DATE.

BY _____

NATIONAL / SNAP-A-PART 47-013 MADE IN U.S.A.

ORIGINAL

121

-110-

NATIONAL's QUICKI® INVOICE

FOLD AT (—) FOR WINDOW ENVELOPE

NB 0084

INVOICE

THE PATRIOT CO.
2500 BARROW ROAD
LITTLE ROCK, ARK. 72204

NO _____

DATE _____ 19___

CUSTOMER'S ORDER NO. _____

SOLD TO _____

SHIP TO _____

SOLD BY	CASH	C. O. D.	CHARGE	ON ACCT.	MDSE. RETD.	PAID OUT	

QUAN.	DESCRIPTION	PRICE	AMOUNT	

ALL claims and returned goods MUST be accompanied by this bill.

NATIONAL SNAP-A-PART 47-113 MADE IN U.S.A.

Received by _____

ORIGINAL

122

-111-

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

INVOICES MAILED REPORT

ORDER NO.	CUSTOMER'S NAME	MDSE. TOTAL	SALES TAX	SHIPPING CHARGES	INVOICE TOTAL

NATIONAL'S QUICKI® BILL OF LADING

NB 1434

STRAIGHT BILL OF LADING — SHORT FORM — ORIGINAL — Not Negotiable

Carrier's No. _____

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading

_____ (Name Of Carrier) Shipper's No. _____

From THE PATRIOT CO.
At 2500 BARROW ROAD
LITTLE ROCK, ARK. 72204

, 19

The property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined as indicated below, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Official, Southern, Western and Illinois Freight Classifications in effect on the date hereof, if this is a rail or a rail-water shipment, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment. **Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, set forth in the classification or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.**

Consigned to _____
(Mail or street address of consignee—For purposes of notification only)

Destination _____ State _____ County _____ Delivery Address ★ _____
(★To be filled in only when shipper desires and governing tariffs provide for delivery thereat)

Route _____

Delivering Carrier _____ Car or Vehicle Initials _____ No. _____

No. Packages	Kind of Package, Description of Articles, Special Marks, and Exceptions	*Weight (Subject to Correction)	Class or Rate	Check Column

Subject to Section 7 of Conditions of applicable bill of lading, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement:

The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

_____
(Signature of consignor)

If charges are to be prepaid, write or stamp here, "To be Prepaid."

Received $ _____
to apply in prepayment of the charges on the property described hereon.

_____
Agent or cashier

Per _____
(The signature here acknowledges only the amount prepaid.)

Charges advanced:

$ _____

Collect On Delivery $ _____ and remit to _____

C. O. D. Charge to be paid by: Shipper ☐ Consignee ☐

*Shipper's imprint in lieu of stamp, not a part of bill of lading approved by the Interstate Commerce Commission.

*If the shipment moves between two ports by a carrier by water, the law requires that the bill of lading shall state whether it is "carrier's or shipper's weight."

NOTE—Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property.
The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding _____

The Fibre Boxes used for this shipment conform to the specifications set forth in the box maker's certificate thereon, and all other requirements of Consolidated Freight Classification.

Per _____
Shipper, Per

Per _____
Agent, Per

Permanent postoffice address of shipper, _____

NATIONAL / SNAP-A-PART 47-413 MADE IN U.S.A.

12.1

-113-

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

ORDERS RECEIVED RECORD

DATE RECEIVED	ORDER NO.	CUSTOMER'S NAME

PATRIOT COMPANY

DAILY INVENTORY TALLY

DATE_____

ORDER NO.																	
TOTALS																	

Totaled by_____ Checked by_____ Posted by_____

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STOCK RECORD

DATE	IN	OUT	BAL	DATE	IN	OUT	BAL	DATE	IN	OUT	BAL	DATE	IN	OUT	BAL

NAME

MAX

MIN

PATRIOT COMPANY Phyllis Smith, President
2500 Barrow Road
Phone (501) 225-6440
Little Rock, AR 72204

PATRIOT PATCO EQUIPMENT

REQUISITION

Requested by _____ Job Title _____ Branch No. _____

Department _____ Supervisor _____

QUANTITY	STOCK NO.	DESCRIPTION

Date delivered _____ Received by _____

Employee's Withholding Allowance Certificate

The explanatory material below will help you determine your correct number of withholding allowances, and will indicate whether you should complete the new Form W–4 at the bottom of this page.

How Many Withholding Allowances May You Claim?

Please use the schedule below to determine the number of allowances you may claim for tax withholding purposes. In determining the number, keep in mind these points: If you are single and hold more than one job, you may not claim the same allowances with more than one employer at the same time; If you are married and both you and your wife or husband are employed, you may not claim the same allowances with your employers at the same time. A nonresident alien other than a resident of Canada, Mexico or Puerto Rico may claim only one personal allowance.

Figure Your Total Withholding Allowances Below

(a) Allowance for yourself—enter 1	
(b) Allowance for your wife (husband)—enter 1	
(c) Allowance for your age—if 65 or over—enter 1	
(d) Allowance for your wife's (husband's) age—if 65 or over—enter 1	
(e) Allowance for blindness (yourself)—enter 1	
(f) Allowance for blindness (wife or husband)—enter 1	
(g) Allowance(s) for dependent(s)—you are entitled to claim an allowance for each dependent you will be able to claim on your Federal income tax return. Do not include yourself or your wife (husband)*	
(h) Special withholding allowance—if you have only one job, and do not have a wife or husband who works—enter 1	
(i) Total—add lines (a) through (h) above	
If you do not plan to itemize deductions on your income tax return, enter the number shown on line (i) on line 1, Form W–4 below. Skip lines (j) and (k).	
(j) Allowance(s) for itemized deductions—If you do plan to itemize deductions on your income tax return, enter the number from line 3 of worksheet on back	
(k) Total—add lines (i) and (j) above. Enter here and on line 1, Form W–4 below	

*If you are in doubt as to whom you may claim as a dependent, see the instructions which came with your last Federal income tax return or call your local Internal Revenue Service office.

See Table and Worksheet on Back if You Plan to Itemize Your Deductions

Completing New Form W–4

If you find that you are entitled to one or more allowances in addition to those which you are now claiming, please increase your number of allowances by completing the form below and filing with your employer. If the number of allowances you previously claimed decreases, you must file a new Form W–4 within 10 days. (Should you expect to owe more tax than will be withheld, you may use the same form to increase your withholding by claiming fewer or "0" allowances on line 1 or by asking for additional withholding on line 2 or both.)

▼ **Give the bottom part of this form to your employer; keep the upper part for your records and information** ▼

Form W–4
(Rev. Aug. 1972)
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

(This certificate is for income tax withholding purposes only; it will remain in effect until you change it.)

Type or print your full name

Your social security number

Home address (Number and street or rural route)

Marital status
☐ Single ☐ Married
(If married but legally separated, or wife (husband) is a nonresident alien, check the single block.)

City or town, State and ZIP code

1 Total number of allowances you are claiming

2 Additional amount, if any, you want deducted from each pay (if your employer agrees) $

I certify that to the best of my knowledge and belief, the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled.

Signature ▶ Date ▶ 19

NO. _____

NAME _____

WEEK ENDING _____

1	2	3	4	5	6	7	
IN	IN	IN	IN	IN	IN	IN	S.D.I.
OUT	OUT	OUT	OUT	OUT	OUT	OUT	F.I.C.A.
IN	IN	IN	IN	IN	IN	IN	INCOME TAX
OUT	OUT	OUT	OUT	OUT	OUT	OUT	OTHER
IN	IN	IN	IN	IN	IN	IN	TOTAL DEDUCTIONS
OUT	OUT	OUT	OUT	OUT	OUT	OUT	
IN	IN	IN	IN	IN	IN	IN	REG TIME _____ HRS @ _____ HR $ _____
OUT	OUT	OUT	OUT	OUT	OUT	OUT	OVERTIME _____ HRS @ _____ HR $ _____
IN	IN	IN	IN	IN	IN	IN	GROSS EARNINGS $ _____
OUT	OUT	OUT	OUT	OUT	OUT	OUT	
IN	IN	IN	IN	IN	IN	IN	GROSS EARNINGS
OUT	OUT	OUT	OUT	OUT	OUT	OUT	
IN	IN	IN	IN	IN	IN	IN	LESS DEDUCTIONS
OUT	OUT	OUT	OUT	OUT	OUT	OUT	
IN	IN	IN	IN	IN	IN	IN	NET AMOUNT
OUT	OUT	OUT	OUT	OUT	OUT	OUT	

FORM JR-2
7-DAY

MONTGOMERY MFG. CO., INC.
Owensville, Indiana 47665

PAYROLL REGISTER

DATE

EMPLOYEE		EXEMP-TIONS	DEDUCTIONS							NET EARNINGS
NUMBER	NAME		GROSS EARNINGS	FEDERAL WITH. TAX	F.I.C.A.	GRP. INS.	HOSPITAL	BONDS	TOTAL DEDUCTIONS	

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EARNINGS RECORD

Pay Per. Week	End.	Total Earnings	Deductions Inc. Tax	FICA Tax	Hosp.Ins.	Other	Total	Net Pay	Acc. Tot.
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
QuarterTot.									

EARNINGS RECORD

Pay Per. Week	End.	Total Earnings	Deductions Inc. Tax	FICA Tax	Hosp.Ins.	Other	Total	Net Pay	Acc. Tot.
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
QuarterTot.									

DETACH BEFORE CASHING CHECK
STATEMENT OF EARNINGS AND DEDUCTIONS FOR EMPLOYEE'S RECORD

THE PATRIOT COMPANY

PAY PERIOD ENDING _____

TO _____

REGULAR HOURS @				
OVERTIME HOURS @				
TOTAL EARNINGS ☛				
SOCIAL SEC TAX				
U S INC TAX				
STATE TAX				
TOTAL DEDUCTIONS ☛				
AMOUNT THIS CHECK				

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THE PATRIOT COMPANY

2500 Barrow Road
Little Rock, Arkansas 72204

No. 1300

Date _____ 19____

PAY TO THE ORDER OF _____ $ _____

_____ Dollars

THE PATRIOT COMPANY

_____

FAVORITE CHECK PRINTERS PRS

No. 1300

DATE _____ 19 ____

TO _____

FOR _____

BAL FOR'D			REGULAR HOURS @				
DEPOSITS			OVERTIME HOURS @				
			TOTAL EARNINGS ☛				
			SOCIAL SEC TAX				
			U S INC TAX				
			STATE TAX				
TOTAL			TOTAL DEDUCTIONS ☛				
THIS CHECK			AMOUNT THIS CHECK				
BALANCE							

PATRIOT COMPANY Phyllis Smith, President
2500 Barrow Road
Phone (501) 225-6440
Little Rock, AR 72204

NATIONAL'S QUICKI STATEMENT

FOLD AT (—) FOR WINDOW ENVELOPE

STATEMENT

DATE _____,19_____

DETACH AND RETURN THIS PORTION WITH REMITTANCE $_____

DATE	CHARGES AND CREDITS	BALANCE

YOUR CHECK IS YOUR RECEIPT

NATIONAL
SNAP-A-PART
47-312
MADE IN U.S.A.

LEDGER
ACCOUNTS RECEIVABLE

NAME

ADDRESS

DATE	REFERENCE	CHARGES	√	CREDITS	BALANCE	PHONE
	BALANCE FORWARDED →					

SALES JOURNAL

Page

	Date	Account Debited	Sale No.	P.R.	1 Accts. Rec. Debit	2 Sales Credit	3 Sales Tax Pay. Cr.	
1								1
2								2
3								3
4								4
5								5
6								6
7								7
8								8
9								9
10								10
11								11
12								12
13								13
14								14
15								15
16								16
17								17
18								18
19								19
20								20
21								21
22								22
23								23
24								24
25								25
26								26
27								27
28								28
29								29
30								30
31								31
32								32
33								33
34								34

PURCHASES JOURNAL

Page

	Date		Account Credited	Purch. No.	Post. Ref.	Purchases Dr. Accts.Pay.Cr.	
1							1
2							2
3							3
4							4
5							5
6							6
7							7
8							8
9							9
10							10
11							11
12							12
13							13
14							14
15							15
16							16
17							17
18							18
19							19
20							20
21							21
22							22
23							23
24							24
25							25
26							26
27							27
28							28
29							29
30							30
31							31
32							32
33							33
34							34
35							35

CASH RECEIPTS JOURNAL

Page

DATE	ACCOUNT CREDITED	EXPLANATION	POST. REF.	GENERAL LEDGER CREDIT	ACCOUNTS RECEIVABLE CREDIT	SALES DISCOUNT DEBIT	NET CASH DEBIT

CASH PAYMENTS JOURNAL

Page

DATE	ACCOUNT DEBITED	EXPLANATION	CHECK NO.	POST. REF.	GENERAL LEDGER DEBIT	ACCOUNTS PAYABLE DEBIT	PURCHASES DISCOUNT CREDIT	NET CASH CREDIT

JOURNAL

Page

DATE	ACCOUNT TITLE AND EXPLANATION	POST. REF.	DEBIT	CREDIT

DEPOSIT TICKET

DEPOSITED WITH

1 FIRST AMERICAN NATIONAL BANK
NORTH LITTLE ROCK, ARKANSAS

_____ 19____

Checks and other items are received for deposit subject to the terms and conditions of this bank's collection agreement

FOR DEPOSIT TO THE ACCOUNT OF

_____

_____

_____

ACCOUNT NUMBER | | | - | | | - | | | | |

		DOLLARS	CENTS
LIST CHECKS SINGLY OR ATTACH LIST * BE SURE EACH ITEM IS ENDORSED	CURRENCY		
	COIN		
	CHECKS		
	TOTAL FROM OTHER SIDE		
TOTAL DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

PRODUCTION RECORD

DATE	ORDER NO.	CUSTOMER'S NAME	TYPED BY	DATE TYPED

THE IDEAL SYSTEM APPOINTMENT RECORD

DATE	FOR WHOM	SERVICES	CHARGES	DATE	FOR WHOM	SERVICES	CHARGES	DATE	FOR WHOM	SERVICES	CHAR

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

SALESMEN'S EXPENSE REPORT

DATE	MILEAGE	LODGING	MEALS	OTHER EXPENSES*	TOTAL

APPLICATION FOR GROUP INSURANCE IN

The First Pyramid Life Insurance Company of America

Pyramid Life Building, Little Rock, Arkansas 72203

Policy Number	Certificate No.	Employer	Branch or Department

PART A EMPLOYEE (Please Print)

Name of Employee: Last	First	Middle	2 Date of Birth	3 State of Birth	4 Male ☐ Female ☐	5 Date Employed Month Day Year
Home Address: Street			7 Married ☐ Single ☐	8 Height ____ ft. ____ in.	9 Weight ____ lbs.	10 Salary
City	State		11 Name of Beneficiary	Last	First Middle	Relationship

PART B DEPENDENTS Complete only if dependents are to be insured.

	NAME First	Middle	Last	Birthdate Mo. Day Year	Birthplace	Sex	Height Ft. In.	Weight Lbs.
SPOUSE								
CHILDREN								

USE REVERSE SIDE IF ADDITIONAL SPACE IS NEEDED.

PART C HEALTH QUESTIONS Answer for each person applying for coverage.

1. TO THE BEST OF YOUR KNOWLEDGE ARE YOU, AND EACH DEPENDENT NAMED ABOVE, NOW IN GOOD HEALTH? YES ☐ NO ☐

2. TO THE BEST OF YOUR KNOWLEDGE HAVE YOU, OR ANY DEPENDENT NAMED ABOVE, EVER HAD OR BEEN TOLD THAT YOU HAD:

		YES	NO			YES	NO			YES	NO
(a)	HEART TROUBLE	☐	☐	(d)	LUNG TROUBLE	☐	☐	(g)	KIDNEY DISORDER	☐	☐
(b)	HIGH BLOOD PRESSURE	☐	☐	(e)	CANCER OR OTHER TUMOR	☐	☐	(h)	LIVER DISORDER	☐	☐
(c)	GALLBLADDER, ULCER, OR OTHER INTESTINAL TROUBLE	☐	☐	(f)	DIABETES OR SUGAR IN URINE	☐	☐	(i)	NERVOUS DISORDER	☐	☐
								(j)	SPINE OR BACK TROUBLE	☐	☐

3. HAVE YOU, OR ANY DEPENDENT NAMED ABOVE, WITHIN THE PAST 5 YEARS TO THE BEST OF YOUR KNOWLEDGE: YES NO

a. HAD OR BEEN ADVISED TO HAVE A SURGICAL OPERATION? ☐ ☐
b. CONSULTED OR BEEN EXAMINED BY ANY PHYSICIAN OR RECEIVED MEDICAL ATTENTION? ☐ ☐

4. HAS ANY PROPOSED INSURED EVER APPLIED FOR INSURANCE WHICH WAS DECLINED, POSTPONED OR MODIFIED IN ANY WAY? YES ☐ NO ☐

5. PLEASE GIVE COMPLETE DETAILS OF QUESTIONS 2, 3, AND 4 ANSWERED "YES".

Question Number	Names of Proposed Insureds	Date	Names and Addresses of Physicians, Hospitals, or Company	Details, including nature of illness or injury, number of attacks, duration, operation performed or treatment. Results and other pertinent information.

USE REVERSE SIDE IF ADDITIONAL SPACE IS NEEDED.

PART D COVERAGE PROVIDED BY GROUP POLICY – Amount is Governed by Class of Employee.

Class of Employee	Life	AD&D	Weekly Dis. Income	Hospital	Surgical	Dr. Calls	Diagnostic	Additional Accident	Major Medical	
Dependents Coverage		NOT ISSUED	NOT ISSUED							

I hereby declare that all declarations, statements, and answers written or printed on both sides of this application are full, complete, and true, whether written by my own hand or not, that they are a part of this application and that they shall be the basis for any action taken by the Company on this application and any material misstatements or omissions herein made with intent to deceive shall render void any and all certificates issued hereon.

I hereby certify that all answers to each and all questions on this application are correctly recorded and are the answers given.

I hereby agree: That acceptance of any certificate issued on this application or amendment hereto, whether or not upon the form applied for herein, will constitute a ratification of any change in the form of certificate or correction in or addition to the application made by the Company.

I hereby authorize any licensed physician, medical practitioner, hospital, clinic or other medical or medically related facility, insurance company, or other organization, institution, or person that has any records or knowledge of me or my health to give to the Company any such information.

A copy of this authorization shall be as valid as the original.

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Date Signed _____ Agent _____ Witness _____ Signature of Employee _____

GLOA1-13-1

Do Not Print

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

TERMS:
PAGE NO.:
ACCOUNT NO.:

ACCOUNT:

PATRIOT COMPANY

PARKVIEW HIGH SCHOOL
LITTLE ROCK, ARKANSAS

COST OF POSTAGE

BRANCH NO._____ DATE_____19___

NO. OF ITEMS	NATURE OF ITEM	METHOD OF MAILING	WEIGHT PER ITEM	PARCEL POST ZONE	COST PER ITEM	ITEM COST

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE _____ SOCIAL SECURITY NUMBER _____

NAME _____ AGE _____ SEX _____
LAST FIRST MIDDLE

PRESENT ADDRESS _____
STREET CITY STATE ZIP

PERMANENT ADDRESS _____
STREET CITY STATE ZIP

PHONE NO. _____ OWN HOME _____ RENT _____ BOARD _____

DATE OF BIRTH _____ HEIGHT _____ WEIGHT _____ COLOR OF HAIR _____ COLOR OF EYES _____

MARRIED _____ SINGLE _____ WIDOWED _____ DIVORCED _____ SEPARATED _____

NUMBER OF CHILDREN _____ DEPENDENTS OTHER THAN WIFE OR CHILDREN _____ CITIZEN OF U. S. A. YES ○ NO ○

IF RELATED TO ANYONE IN OUR EMPLOY, STATE NAME AND DEPARTMENT _____ REFERRED BY _____

LAST FIRST MIDDLE

EMPLOYMENT DESIRED

POSITION _____ DATE YOU CAN START _____ SALARY DESIRED _____

ARE YOU EMPLOYED NOW? _____ IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER _____

EVER APPLIED TO THIS COMPANY BEFORE? _____ WHERE _____ WHEN _____

EDUCATION	NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	DATE GRADUATED	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK _____

WHAT FOREIGN LANGUAGES DO YOU SPEAK FLUENTLY? _____ READ _____ WRITE _____

U. S. MILITARY OR NAVAL SERVICE _____ RANK _____ PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES _____

ACTIVITIES OTHER THAN RELIGIOUS (CIVIC, ATHLETIC, FRATERNAL, ETC.) _____

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS.

(CONTINUED ON OTHER SIDE)

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FORMER EMPLOYERS (List Below Last Four Employers, Starting With Last One First)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

REFERENCES: Give Below the Names of Three Persons Not Related To You, Whom You Have Known At Least One Year.

	Name	Address	Business	Years Acquainted
1				
2				
3				

PHYSICAL RECORD:

List Any Physical Defects

Were You Ever Injured? Give Details

Have You Any Defects In Hearing? In Vision? In Speech?

In Case of Emergency Notify

Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date Signature

DO NOT WRITE BELOW THIS LINE

Interviewed By Date

REMARKS:

Neatness		Character	
Personality		Ability	

Hired For Dept. Position Will Report Salary Wages

Approved: 1. 2. 3.

Employment Manager Dept. Head General Manager